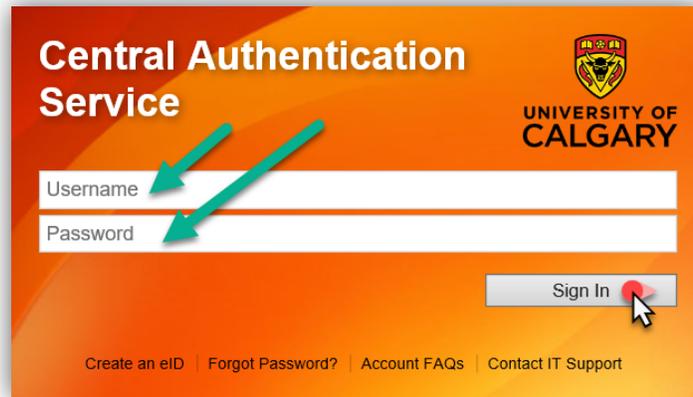


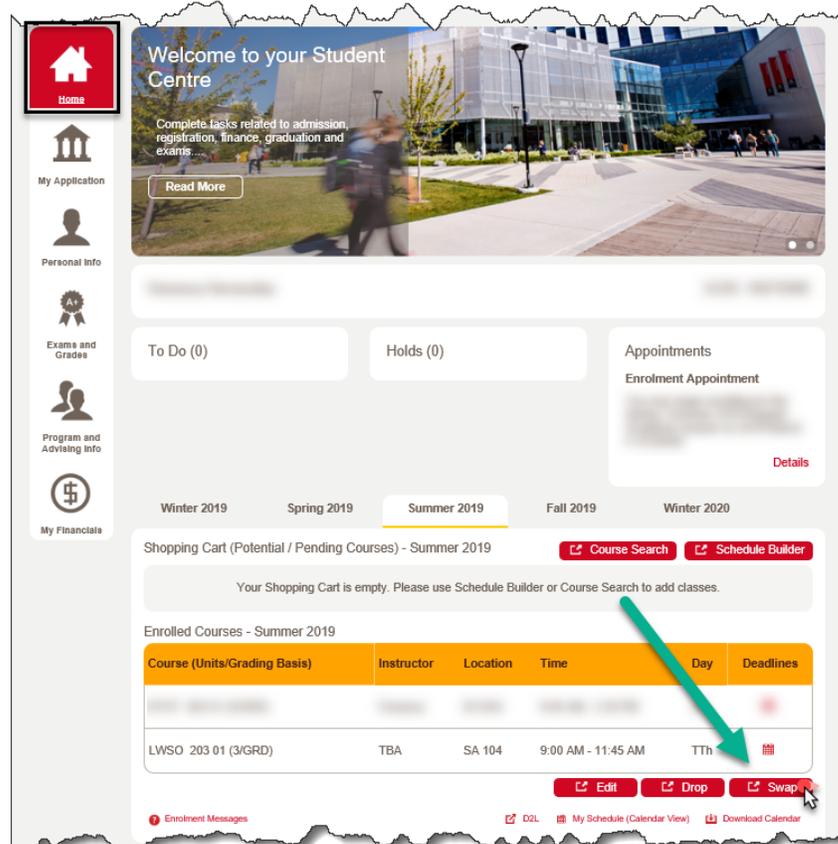
The Swap function is to be used when you wish to trade or substitute one course for another. Please be mindful to **NEVER** swap into a waitlisted course.

Here are some simple steps to help you successfully drop your courses using the Student Centre:

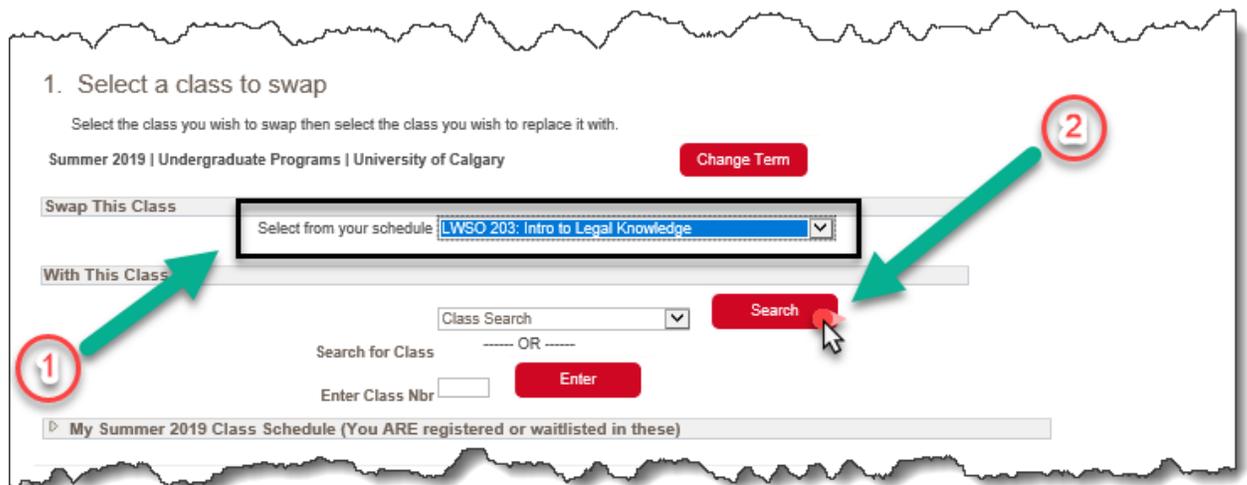
1. Log into the MyUofC portal



2. On the **Home** page, scroll to the middle of the page, select the appropriate term, and click on the **Swap** button.



3. From the drop down menu, choose the class that you wish to swap *out of*. Then, click on the **Search** button.



1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Summer 2019 | Undergraduate Programs | University of Calgary Change Term

Swap This Class Select from your schedule LWSO 203: Intro to Legal Knowledge

With This Class

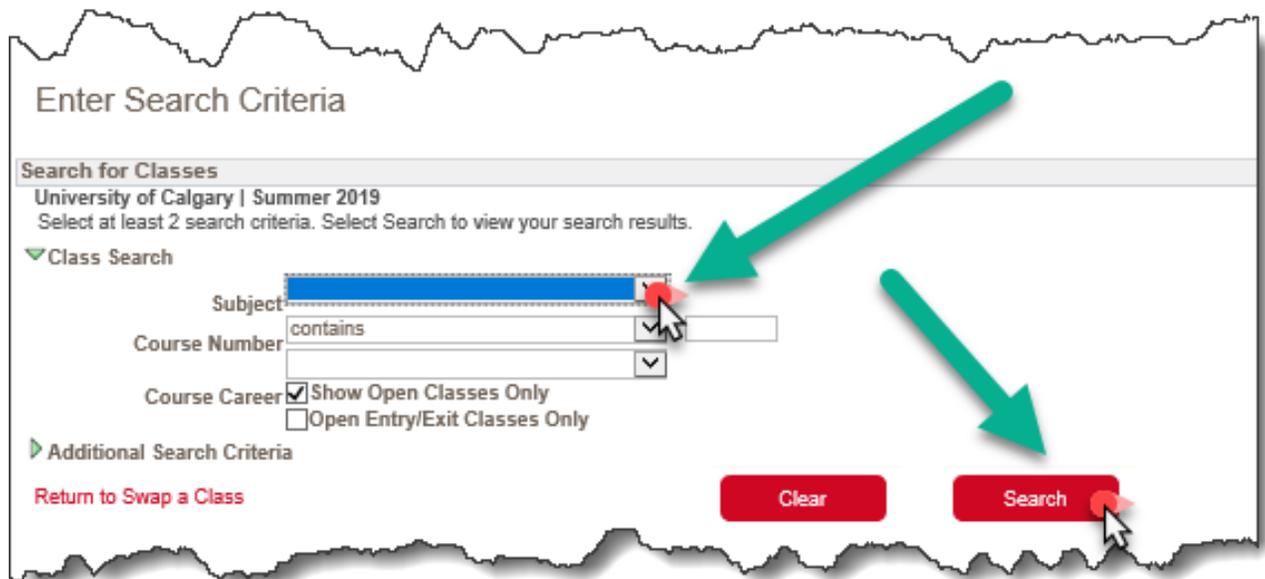
Class Search Search

Search for Class OR

Enter Class Nbr Enter

My Summer 2019 Class Schedule (You ARE registered or waitlisted in these)

4. Search the course that you wish to swap into by selecting the subject from the drop-down menu; then, hit the **Search** button.



Enter Search Criteria

Search for Classes

University of Calgary | Summer 2019

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject contains

Course Number

Course Career Show Open Classes Only Open Entry/Exit Classes Only

Additional Search Criteria

[Return to Swap a Class](#) Clear Search

5. Choose the class you wish to enroll into and click on **Select**

Search Results
University of Calgary | Summer 2019

[Show All](#) [Shopping Cart](#)
Your shopping cart is empty.

The following classes match your search criteria Course Subject: Philosophy. Show Open Classes Only: Yes
Please click on the Class link for further registration information such as pre-requisites, class restriction details, language of instruction, and more.

● Open ■ Closed ▲ Wait List

★ Indicates that some or all seats may be reserved for specific student groups. Click on the Class link for further restriction details.

[Return to Swap a Class](#) [New Search](#) [Modify Search](#)

2 class section(s) found

▼ PHIL 329 - Business Ethics
Universal Student Ratings of Instruction

Class Section	Days & Times	Location	Room	Instructor	Section Group	Topic	Meeting Dates	Status	Class Restrictions
50157 01-LEC Regular	MoWe 6:00PM - 8:45PM	Main UofC Campus	SA 129	Staff	1		2019/07/02 - 2019/08/13	●	

▼ PHIL 367 - Science and Philosophy
Universal Student Ratings of Instruction

Class Section	Days & Times	Location	Room	Instructor	Section Group	Topic	Meeting Dates	Status	Class Restrictions
50457 01-LEC Regular	MoWe 1:00PM - 3:45PM	Main UofC Campus	SA 129	Staff	1		2019/07/02 - 2019/08/13	●	

[Return to Swap a Class](#) [New Search](#) [Modify Search](#)



6. Review your selection and click on **Next**.

1. Select a class to swap - Enrollment Preference

Summer 2019 | Undergraduate Programs | University of Calgary
PHIL 329 - Business Ethics

Class Preferences

PHIL 329-01 Lecture ● Open

Session Regular Academic Wait List Wait list if class is full
Career Undergraduate Programs Grading Graded
Units 3.00

[Cancel](#) [Next](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWe 6:00PM - 8:45PM	SA 129	Staff	2019/07/02 - 2019/08/13



7. Once again, make sure that you are swapping into and out of the correct classes, and click on **Finish Swapping**.

NOTE: Never swap into a class that is waitlisted. Make sure that the class you are swapping into is Open.

2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

Summer 2019 | Undergraduate Programs | University of Calgary

▼ You are replacing this class

✔ Enrolled ❌ Dropped ⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
LWSO 203-01 (50771)	Intro to Legal Knowledge (Lecture)	TuTh 9:00AM - 11:45AM	SA 104	Staff	3.00	✔

▼ With this class

● Open □ Closed ⚠ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
PHIL 329-01 (50157)	Business Ethics (Lecture)	MoWe 6:00PM - 8:45PM	SA 129	Staff	3.00	●

Cancel Finish Swapping

8. Review your activity and ensure that you have successfully swapped your courses.

3. View results

View the results of your swap request. If you would like to try to swap another class, click the Swap Another Class button below.

Summer 2019 | Undergraduate Programs | University of Calgary

✔ Success: Classes were swapped ❌ Error: Unable to swap class

Class	Message	Status
Swap LWSO 203 with PHIL 329	Success: This class has been replaced.	✔

My Class Schedule

End of Procedure.