
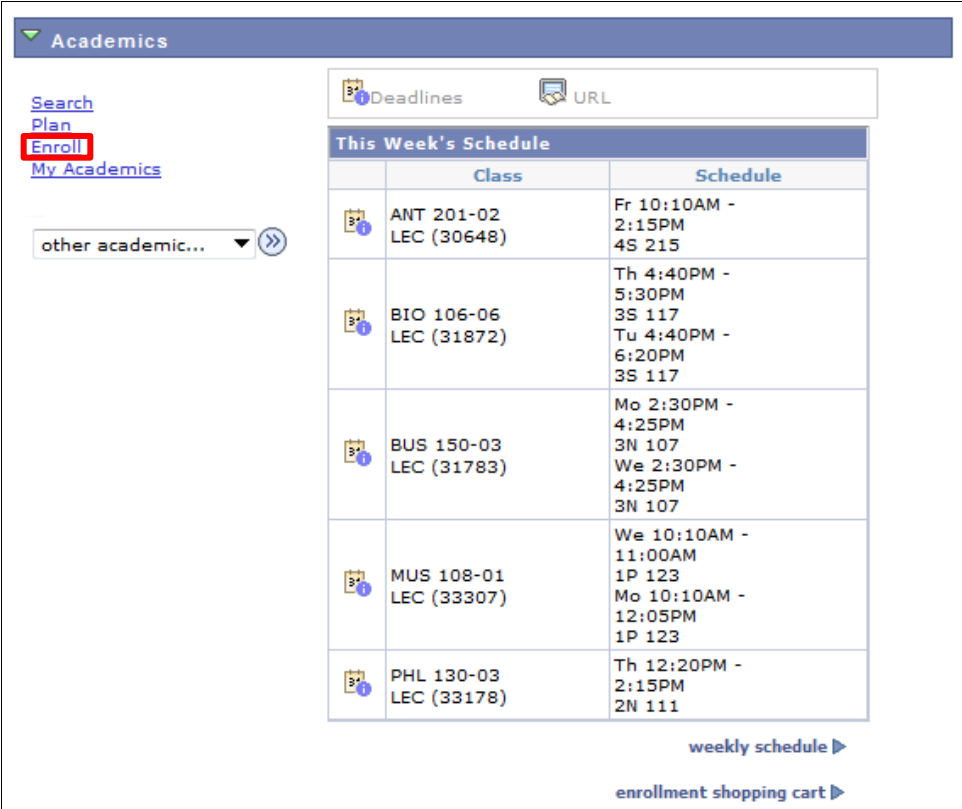
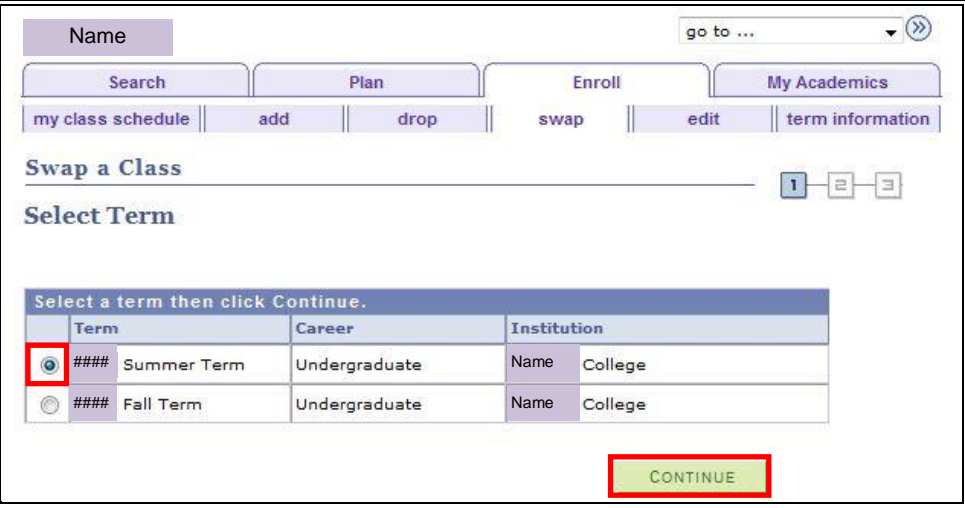
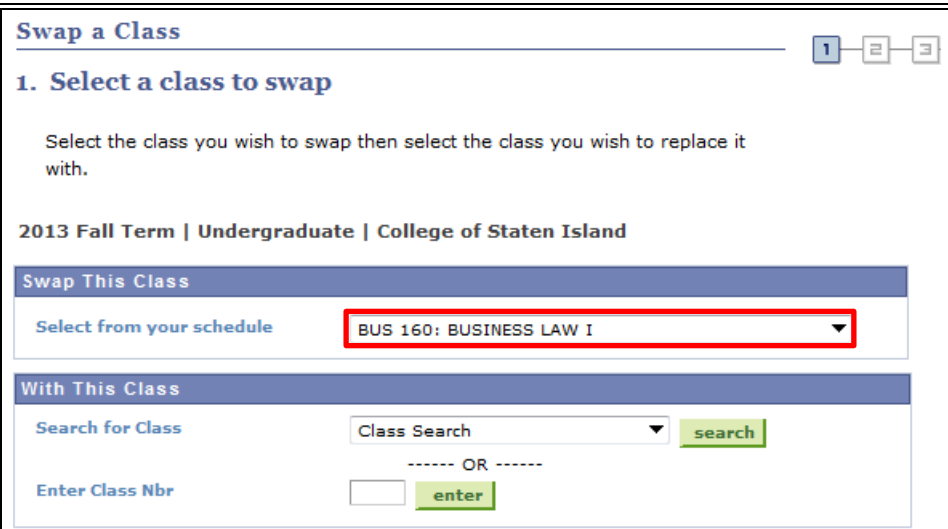




Swap Classes

Students may use self-service to swap an existing class enrollment for a different class within a term.

Note: Parts of images may be obscured for security reasons.

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> • Enter your Username and Password and click the  Go icon. • From the Enterprise Menu, select the HR/Campus Solutions link.
2.	Navigate to: <u>Self Service > Student Center</u> .
3.	<div data-bbox="396 615 1352 1419" style="border: 1px solid black; padding: 10px;">  <p>The screenshot shows the 'Academics' section of the Student Center. On the left, there are links for 'Search', 'Plan', 'Enroll' (highlighted with a red box), and 'My Academics'. Below these is a search dropdown menu with the text 'other academic...' and a search button. On the right, there is a 'This Week's Schedule' table with columns for 'Class' and 'Schedule'. The table lists several classes with their respective times and locations. At the bottom right of the screenshot, there are links for 'weekly schedule' and 'enrollment shopping cart'.</p> </div> <p>On the Student Center page in the Academics section, click the Enroll link.</p>

<p>4.</p>	 <p>As needed, select the radio button of the term in which you would like to swap a class.</p>
<p>5.</p>	<p>Click the CONTINUE button.</p>
<p>6.</p>	 <p>The Swap a Class page 1. Select a class to swap section displays.</p> <p>In the Swap This Class section on the Select from your schedule  dropdown box menu, select the class to be dropped.</p>
<p>7.</p>	<p>In the With This Class section find the new class using one of these two methods:</p> <ol style="list-style-type: none"> From the Search for Class  dropdown list, click the select button. Note: See the Classes Shopping Cart step sheet. Alternatively, Enter Class Nbr by keying in the unique four or five class number that identifies a class section and click the enter button.

8.

Swap a Class 1 2 3

1. Select a class to swap - Enrollment Preference

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BUS 160 - BUSINESS LAW I

Class Preferences

BUS 160-04 Lecture ● Open Wait List Wait list if class is full

Permission Nbr

Session Regular Academic Session Grading Undergraduate Letter Grades

Career Undergraduate Units 3.00

Enrollment Information

- Pre-Requisite: ENG 111 and successful completion of the CUNY Math Assessment Test

Requirement Designation
Regular Non-Liberal Arts

Section	Component	Days & Times	Room	Instructor	Start/End Date
04	Lecture	Mo 10:10AM - 11:00AM	TBA	Paul Herskovitz	08/28/2013 - 12/23/2013
		We 10:10AM - 12:05PM	TBA	Staff	08/28/2013 - 12/23/2013

The **1. Select a class to swap – Enrollment Preference** page displays. Click the **NEXT** button.

Note: Students may be provided with a Permission Number by the Registrar or the Advisor to allow temporary overrides for swapping classes. Enter the number in the 'Permission Nbr' field on this page before clicking the 'NEXT' button.

9.

Swap a Class 1 2 3

2. Confirm your selection

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

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You are replacing this class

✔ Enrolled
 ✘ Dropped
 ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
BUS 160-06 (15220)	BUSINESS LAW I (Lecture)	Tu 6:55PM - 9:25PM	TBA	C. McDonnell	3.00	✔

With this class

● Open
 ■ Closed
 ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BUS 160-04 (15214)	BUSINESS LAW I (Lecture)	Mo 10:10AM - 11:00AM We 10:10AM - 12:05PM	TBA TBA	P. Herskovitz	3.00	●

CANCEL
 FINISH SWAPPING

The **2. Confirm your selection** page displays.

Click the **FINISH SWAPPING** button.

10.

Swap a Class 1 2 3

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

2013 Fall Term | Undergraduate | College of Staten Island

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

Class	Message	Status
Swap BUS 160 with BUS 160	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✔

The **3. View Results** page displays.

On the **View results** page, a green checkmark under the **Status** column indicates that the classes have been swapped. Review the Message(s) under the **Message** column to confirm the impacts or consequences of swapping those classes.

Enrollment Encouragement

Students who are eligible to enroll for additional courses at no extra tuition charge will see the 'Enrollment Encouragement' message at the bottom of 'View Results' page as shown in the screenshot below.

Enrollment Encouragement

Congratulations!

You have been selected as a student who is eligible to enroll for additional course(s) at no extra tuition charge. Undergraduate matriculated students are considered full-time if registered for 12 or more equated credit in a term. You can take advantage of this opportunity by enrolling for additional course(s) for the same tuition charge, up to 18 credits. Undergraduate full-time students who are also in-state residents and are enrolled between 12-18 credits are charged tuition on a semester basis.

Yes I'm Interested
 No Thanks

Select	Decline Reason
<input type="checkbox"/>	Course Not Offered this term
<input type="checkbox"/>	Desired Class Section closed
<input type="checkbox"/>	Will think about it later
<input type="checkbox"/>	Not Interested
<input type="checkbox"/>	Not at this time
<input type="checkbox"/>	Current course load demanding
<input type="checkbox"/>	Time conflict
<input type="checkbox"/>	Missing needed pre-requisites
<input type="checkbox"/>	Family Reasons
<input type="checkbox"/>	Personal Reasons
<input type="checkbox"/>	Other

Comment:

Do not show this message for this term again

submit

Student interested in enrolling for additional courses will click on 'Yes I'm Interested'. Students who do not wish to enroll for additional courses will click on 'No Thanks', which will reveal a list of reasons due to which the student prefers to decline from enrolling into additional courses. Students can select one or more of the options listed under the 'Decline Reason' column.

Clicking on the checkbox next to the 'Do not show this message for this term again' will prevent the enrollment encouragement message from appearing again while the student enrolls for additional courses for the semester.

	<p><i>Note: Eligible students are only allowed to enroll for a maximum for 18 credits per semester at no additional tuition charge. Interested students can enroll for additional classes by adding them into their Shopping cart from My Planner, using Class Search or entering class section numbers and then going through the Class enrollment process.</i></p> <p><i>Note: Student can are also encouraged to use the Comment box within the enrollment encouragement message to post any additional comment or reasons in case their reason to decline enrollment is not listed in the given set of options.</i></p>
11.	Click on 'submit' to post the feedback.
	End of Procedure.