How to Swap Courses via MyHusky
1. Log into MyHusky
2. Open your Student Center
3. Select “ENROLL” under Academics –OR- from the drop down choose ENROLLMENT:SWAP
If you choose **ENROLL**, you must then click **SWAP** on the next screen. **ENROLL** defaults to the action of **Add**, notice **Add** is black and bold in the tab menu. **You must change the action to swap when using **ENROLL**.**

- Once the action of **SWAP** is chosen, select the term in which you want to swap your courses.

- If you choose **ENROLLMENT: SWAP** from the drop down, the next page will default to the action of **swap**. Notice **swap** is black and bold in the tab menu.

- You only need to select the term in which you want to swap your courses when using **ENROLLMENT: SWAP**.
When the swap screen opens, from the drop down, choose the course you are currently enrolled in that you wish to swap out of for a new course.

You can expand your current schedule (below) to view days and times of courses you are currently enrolled in.
Once you choose the class you wish to swap out of, you will choose the class you would like to replace it with. If you know the 4 digit course number of the course you wish to swap into, you may enter it here and then click “Enter”

Otherwise, follow the options that on the next page:
You will have 3 options to find a course to swap for a currently enrolled course:

1. Class Search
2. My Planner
3. My Requirements

You must choose one option from the drop down to proceed.
1. Populate a minimum of 2 of the search criteria.
2. Click “Search” to view results.

You may also expand “additional search criteria” to refine your course search.
When you have located the course you would like to swap for your currently enrolled course, click “Select”.

- The Green Circle designates a course is open, and if you meet the enrollment requirements, you may enroll in the course.

- The Yellow Triangle designates a course is waitlisted. If you choose to be waitlisted in a course, you will be enrolled only if a seat becomes available and you meet all enrollment requirements of the course.

- The Blue Square designates a course is closed. There are no available seats in this course, and there is no waitlist.
After selecting the course to swap for your currently enrolled course, click NEXT.

If the course is waitlisted, and you wish to be put on the waitlist, remember you MUST check the Wait List box.
The final screen will explain that you are replacing one course with another via the action of swap, and will display both courses.

If you are satisfied with the information, click “Finish Swapping”
If there are no time conflicts with other course you are currently enrolled in, and you have meet all the requisites of the new course, you will receive a Green Checkmark in the status column of the swap results designating you have been enrolled in the new course, dropped from the old course and the swap was successful.

If you have met all requisites for the course, there are not time conflicts and have opted to be waitlisted, you will get the SUCCESS message with the status of the Green Checkmark with the message that the course is full and you have been placed on the waitlist. You will also be given your position on the waitlist.
If there is a time conflict with other course you are currently enrolled in or if you have not meet all the requisites of the new course you will receive a Red X in the status column of the swap results designating you have not been enrolled in the new course, have not been dropped from the current course and the swap was not successful.
Method 2: Swap a Course using

MY REQUIREMENTS (Degree Audit):

If you would like to swap a course using My Requirements follow these steps:

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

2. Choose My Requirements from the drop down and click “Search”.
   - Choose My Requirements from the drop down.
   - Select the course you wish to swap out of from the drop down.

Select from your schedule: BIOLOGY 351: ECOLOGY

Choose My Requirements from the drop down and click “Search”.

My 2019 Fall Class Schedule
This will produce your degree audit.

The degree audit contains your academic requirements for the major program(s) you are currently enrolled in and My Core general education, Goals 1-10.

You may choose the course you wish to swap into by expanding any of the lines in your requirements.

By expanding the lines you will be able to view any courses you still need to take to fulfill your requirements.

Select the course you wish to swap into by clicking on the course description. This will then display all sections offered, in the term you chose, to perform the swap.
1. Once you choose the course from My Requirements, the next screen will display the course detail from the Academic Catalog and sections offered in the term of the swap.

2. To choose the desired section, click “Select” in the section information bar.

3. Remember to pay attention to the status of the course:
   - Green Circle designates the course is open and you may enroll.
   - Yellow Triangle designates the course is waitlisted, you cannot enroll, but you can be put on a waitlist, and will be enrolled only if a seat opens.
   - Red X designates the course is closed, and you cannot enroll.
If the course is waitlisted and you wish to be put on the waitlist remember you MUST check the Wait List box.

When choosing a lecture that is attached to a lab you must choose which section of the lab you wish to enroll in, when enrolling via the lab section you be in enrolled in both the lecture and chosen lab automatically.

After selecting the course to swap for your currently enrolled course click NEXT.
FINALIZE YOUR SWAP

The final screen will explain that you are replacing one course with another via the action of swap and will display both courses.

If you are satisfied with the information click “Finish Swapping”
If there are no time conflicts with other course you are currently enrolled in, and you have meet all the requisites of the new course you will receive a Green Checkmark in the status column of the swap results designating you have been enrolled in the new course, dropped from the old course and the swap was successful.

If you have met all requisites for the course, there are not time conflicts and have opted to be waitlisted, you will get the SUCCESS message with the status of the Green Checkmark with the message that the course is full and you have been placed on the waitlist. You will also be given your position on the waitlist.
If there is a time conflict with other course you are currently enrolled in or if you have not meet all the requisites of the new course, you will receive a Red X in the status column of the swap results designating you have not been enrolled in the new course, have not been dropped from the current course and the swap was not successful.
Method 3: Swap a Course using **MY PLANNER**: You **MUST** have courses available in your planner to use this option.

If you would like to swap a course using My Planner follow these steps:

1. Select the course you wish to swap out of from the drop down.
2. Choose My Planner from the drop down. Then click “Search”
3. The next screen will display courses in your planner.
4. Click select on the course you would like to use to swap for a course you are currently enrolled in.
   - Only courses within your planner that are being offered during the term of the swap will be available for selection.
1. Once you choose the course from your planner, the next screen will display the course detail from the Academic Catalog and sections offered in the term of the swap. You will also see the course details of the course you are swapping out of, under Course Schedule. Use this information to compare days and times of available courses, and avoid conflicts with other scheduled courses.

2. To choose the desired section, click “Select” in the section information bar.

3. Remember to pay attention to the status of the course:
   - Green Circle designates the course is open, and you may enroll.
   - Yellow Triangle designates the course is waitlisted, you cannot enroll but you can be put on a waitlist and will be enrolled only if a seat opens.
   - Red X designates the course is closed, and you cannot enroll.
If the course you wish to swap into is waitlisted and you wish to be put on the waitlist remember you MUST check the Wait List box.

After selecting the course to swap for your currently enrolled course click NEXT
The final screen will explain that you are replacing one course with another via the action of swap and will display both courses.

If you are satisfied with the information click “Finish Swapping”
If there are no time conflicts with other course you are currently enrolled in, and you have meet all the requisites of the new course you will receive a Green Checkmark in the status column of the swap results designating you have been enrolled in the new course, dropped from the old course and the swap was successful.

If you have met all requisites for the course, there are not time conflicts and have opted to be waitlisted, you will get the SUCCESS message with the status of the Green Checkmark with the message that the course is full and you have been placed on the waitlist. You will also be given your position on the waitlist.
If there is a time conflict with other course you are currently enrolled in or if you have not meet all the requisites of the new course, you will receive a Red X in the status column of the swap results designating you have not been enrolled in the new course, have not been dropped from the current course and the swap was not successful.