



**DARE TO DO MORE**

Community College

## Swap Classes

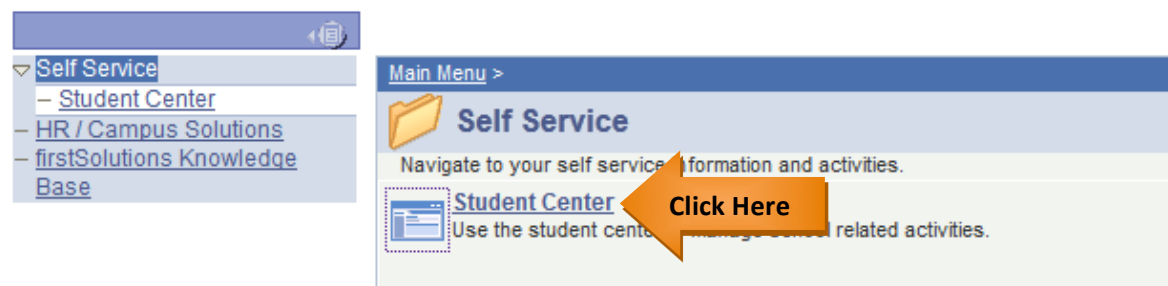
1- To begin, click on **Self Service**.



PERSONALIZE CONTENT LAYOUT Thu, Jul 19, 12 8:44 AM



2- Click on **Student Center**.



# LaGuardia Community College

31-10 Thomson Ave, Long Island City, New York 11101

Created by ISMD's Dept. Training Team.

3 - On the **Student Center** page in the **Academics** section, click the **Enroll** link.

**Student Center**

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**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)

other academic... >>

Deadlines URL

**This Week's Schedule**

	Class	Schedule
	BTM 101-05 LEC (44287)	Mo 9:15AM - 11:30AM Room: TBA Th 9:15AM - 11:30AM Room: TBA We 9:15AM - 11:30AM Room: TBA
	ENG 102-30 LEC (45831)	Mo 5:45PM - 9:05PM Room: TBA We 5:45PM - 9:05PM Room: TBA

[weekly schedule](#) ▶  
[enrollment shopping cart](#) ▶

4- Click on the **Swap** sub-tab. Select the desired term, then click Continue.

Search Plan **Enroll** My Academics

my class schedule | add | drop | **swap** | edit | term information | law exam numbers

**Swap a Class** 1 2 3

**Select Term**

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2012 Spring Term	Undergraduate LaGuardia CC	LaGuardia Community College
<input checked="" type="radio"/>	2012 Fall Term	Undergraduate LaGuardia CC	LaGuardia Community College

[CONTINUE](#) **Click Here**

5- Select which class from your schedule you would like to change, then select a class you would like to swap it for. You may either select a new class from the shopping cart or search for a new class, using the dropdown menus and clicking **Search** or **Select**.

Swap a Class



1. Select a class to swap

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

2011 Summer Term | Undergraduate | [change term](#)

**Swap This Class**

Select from your schedule: BUS 247: BUSINESS ECON

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**With This Class**

Search for Class: Class Search [search](#)

----- OR -----

Select from Shopping Cart: MUSIC 3913-01 LEC (2224) [select](#)

----- OR -----

Enter Class Nbr: 1536 [enter](#)

6- Confirm which course you would like to swap for by clicking **Next**.

Swap a Class



1. Select a class to swap - Enrollment Preference

2011 Summer Term | Undergraduate |

**BUS 243 - DISTRIB & MARKETING**

**Class Preferences**

BUS 243-03    Lecture    ● Open

**Session**    Six Week - Second

**Career**    Undergraduate

**Enrollment Information**

- PREREQ: ECON 102 AND ENGL 110
- Day Class

**Wait List**     Wait list if class is full

**Permission Nbr**   

**Grading**    Undergraduate Letter Grades

**Units**    3.00

**Requirement Designation**

Regular Non-Liberal Arts

Take Requirement Designation

[CANCEL](#)    [PREVIOUS](#)    [NEXT](#)



Section	Component	Days & Times	Room	Instructor	Start/End Date
03	Lecture	MoTuWeTh 2:00PM - 3:34PM	Powdermker 154	Rhonda Tenenbaum	07/05/2011 - 08/15/2011

7- Click **Finish Swapping** to complete the swap.

### Swap a Class



#### 2. Confirm your selection

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

2011 Summer Term | Undergraduate |

**You are replacing this class**

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">BUS 247-02 (1538)</a>	BUSINESS ECON (Lecture)	MoTuWeTh 4:30PM - 6:04PM	Powdermker 154	Staff	3.00	Enrolled

**With this class**

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">BUS 243-03 (1536)</a>	DISTRIB & MARKETING (Lecture)	MoTuWeTh 2:00PM - 3:34PM	Powdermker 154	R. Tenenbaum	3.00	Open

CANCEL

FINISH SWAPPING

Click Here

8- You should receive a **'Success'** or **'Error'** status, depending on whether the swap was completed or not.

### Swap a Class



#### 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.

2011 Summer Term | Undergraduate |

Success: Classes were swapped Error: Unable to swap class

Class	Message	Status
Swap BUS 247 with BUS 243	Success: This class has been replaced.	Success

MAKE A PAYMENT MY CLASS SCHEDULE