

# How to Swap Courses Online

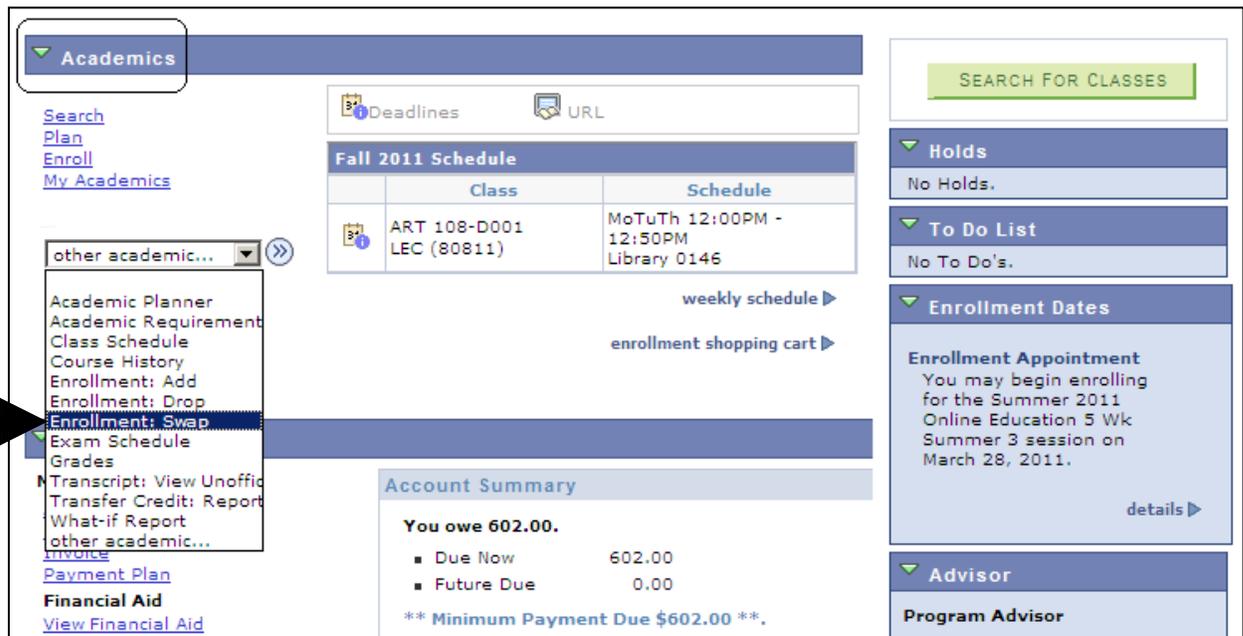
\**Swapping* a course is a simultaneous add/drop in one move.

**IMPORTANT Example:** Cpt. Hook is registered for a Comp & Lit 1 section on Tuesdays, Wednesdays, and Fridays at 8am. He checks alternative availability, only to discover a different Comp & Lit 1 section has opened up on Mondays, Tuesdays, and Thursdays at 10am. He likes to sleep in, so Cpt. Hook is going to drop his 8am section and add the 10am. At some point during the drop/add process, the 10am section is no longer available, so Cpt. Hook tries to get his spot back in the 8am section, but that section is now close, as well.

If Cpt. Hook had only performed a *swap*, the computer would not have allowed the change to occur unless the 10am section was still available, and he still would not have lost his seat in the 8am class. \*

**STEP 1:** Go to the **MyWCC Portal** – [HTTPS://MYWCC.SUNYWCC.EDU](https://mywcc.sunywcc.edu) – and, under “SIGNON”, put in your “USER ID” and “PASSWORD”. (If you have not already created your USER ID and PASSWORD previously, that *must* be done first!)

Once you’ve successfully logged into your homepage, click on the “STUDENT CENTER” link located near the top of the page, in the middle. Inside your Student Center, under the “ACADEMICS” section, highlight “ENROLLMENT: SWAP” in the dropdown menu. Click the  to continue.



Term	Career	Institution
<input type="radio"/> Fall 2010	Undergraduate	Westchester Co
<input type="radio"/> Winter 2011	Undergraduate	Westchester Co
<input type="radio"/> Spring 2011	Undergraduate	Westchester Co

**STEP 2:** Select the term you’re registering for and press the “CONTINUE” button to advance.



Term	Career	Institution
<input type="radio"/> Fall 2010	Undergraduate	Westchester Co
<input type="radio"/> Winter 2011	Undergraduate	Westchester Co
<input type="radio"/> Spring 2011	Undergraduate	Westchester Co

**IMPORTANT: WINTER sessions are *not* meant for current WCC students – the term overlaps into the Spring!**

CONTINUE

**STEP 3:**

On the "SELECT A CLASS TO SWAP" page, in the "SWAP THIS CLASS" box, select the class you wish to change. In the "WITH THIS CLASS" box, click the green "SEARCH" button to look up an alternative course/section. If you already know the *exact* 5-digit course number of the section you want, put that in the "ENTER CLASS NBR" box and hit "ENTER".

Swap This Class

Select from your schedule: ENG 101: Comp & Lit 1

With This Class

Search for Class: Class Search [search]

Enter Class Nbr: [ ] [enter]

**STEP 4:**

The "SELECT A CLASS TO SWAP – ENROLLMENT PREFERENCES", click the green "NEXT" button to continue with the Swap.

**STEP 5:**

On the "CONFIRM YOUR SELECTION" page, make sure you are Swapping out the correct class. Click the green "FINISH SWAPPING" button when you've double check everything.

This is the class you are Swapping OUT.

This is the class you are Swapping INTO your schedule.

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">ENG 101-D009 (80997)</a>	Comp & Lit 1 (Lecture)	MoWe 3:30PM - 4:45PM	Academic Arts Bldg 0413	Staff	3.00	✓

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">ART 108-D001 (80811)</a>	Ancient to Medieval (Lecture)	MoTuTh 12:00PM - 12:50PM	Library 0146	M. HALL	3.00	●

[FINISH SWAPPING]

**STEP 6:**

If the Swap was *successful*, you should see the following:

Fall 2011 | Undergraduate | Westchester Community College

Success: Classes were swapped

Class	Message	Status
Swap ENG 101 with ART 108	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✓

MAKE A PAYMENT | MY CLASS SCHEDULE

**NOTE:** If the red ✓ appears in the "STATUS" section, make sure to *read* the "MESSAGE" section to understand why. You may need to contact the Counseling Office if this happens.

There should be green ✓ marks in the "STATUS" section indicating the Drop has been successful.