

# How to Swap a Course in College Scheduler

#### STEP 1:

Go to the MyWCC Portal - <u>HTTPS://MYWCC.SUNYWCC.EDU</u> - and, under "SIGN IN", put your USER ID and PASSWORD. (If you have not already created your USER ID and PASSWORD, this must be done first!).

~Welcome to MyW	/CC 1	. በ
Attention!           Due to recent upgrade of the system, you may experience slow response or issues caused by the browser cache from prior browsing.           Cleaning Browser Cache	SignIn or Activate New Account	
Please clear the browser cache and reopen the browser before you login. Click on the above link for instructions on how to clear browser cache for different browsers.		
Admissions Application Undrgrd	Class Search - Credit Classes	



## STEP 2:

Click on the "Student Self Service Center" Tile.



## STEP 3:

Click on the "College Scheduler" tile.



## STEP 4:

On the top of your schedule, click on the "Swap" button.

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## STEP 3:

Select from the drop-down menu the course from your schedule you wish to swap.

Build Schedule Shopping Cart (0) Current Sch	hedule (4)
Swap a Class for Spring 20	023
Select a class from current schedule is swap:	ßelect A Class -
Search for a new class to swap with:	By Class # Shopping Cart By Subject
	Enter Class # to Swap: Q Search
	< Cancel Swap

STEP 4:

Search for the course you wish to swap into. You can search by class number, you can choose a course you have already added to your shopping cart, or you can search by subject. You will get a list of all available options as a result.

	Select	a class fr	om current s	schedule to swap	PSYCH-101,	1005, HAMAOUI, F	KAMIL G	
		Search	for a new cl	ass to swap with	By Class #	Shopping Cart	By Subject	
						Subject	PSYCH - Psycholog	у •
						Course	101 Intro to Psycho	logy 👻
				Don't see the	courses you're lool	king for? <u>Check y</u>	rour filters	
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STEP 5:

Once you have selected the section you would like to swap into, click the bubble to the left of the section information, and select the "swap" button.

S	elect a	class fro	om current s	schedule to sv	wap: PSYC	PSYCH-101, I005, HAMAOUI, KAMIL G						
		Search	for a new cl	lass to swap v	with: By Cl	lass # Shopping Car	t By Subject					
						Subject	PSYCH - Psycholog	hology 👻				
						Course	101 Intro to Psychology •					
				Don't con t	the courses you	the looking for? Check	your filters					
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## STEP 6:

Click the "finish" button to finalize your swap.

Build Schedule Sh	opping Cart (0)	Current Schedule (4)	_		
	t	Before y Set your class Don't worry, you can cha	OU SWAP preferences below. nge them later if you	i need to.	
Cancel					Finish
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	Class #: 18411 Title: Intro to Psychol Section: D001 Subject: PSYCH Course: 101 Component: LEC Seats Open: 30 Session: 13 Vivek Se Session: 13 Vivek Se Session: 13 Vivek Se Session: 13 Vivek Se Catol (17/2023) Canton Section (17/2023) Canton Sect	logy ssion MELISA : am o - S504/2023 us us	Grading Basis	A-F Grading	·

You will receive a message with a green checkmark if your swap was successful. If unsuccessful, you will receive an error message in red.

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If more help is needed, please see our How To Videos on using College Scheduler at the link below: <a href="https://www.sunywcc.edu/admissions/registering-for-classes/how-to-videos/">https://www.sunywcc.edu/admissions/registering-for-classes/how-to-videos/</a>