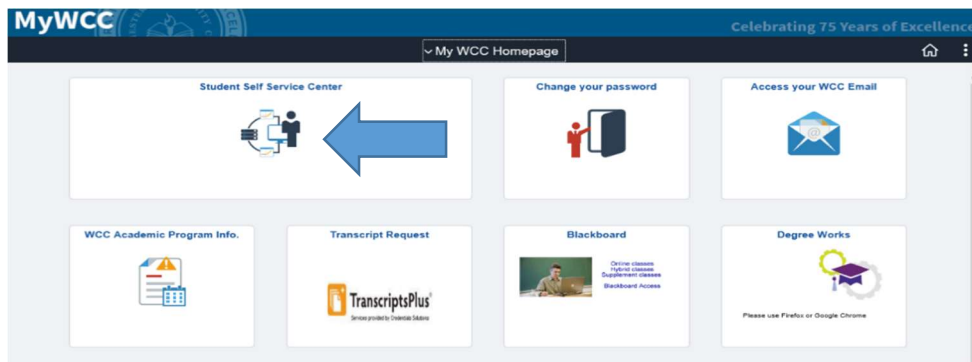
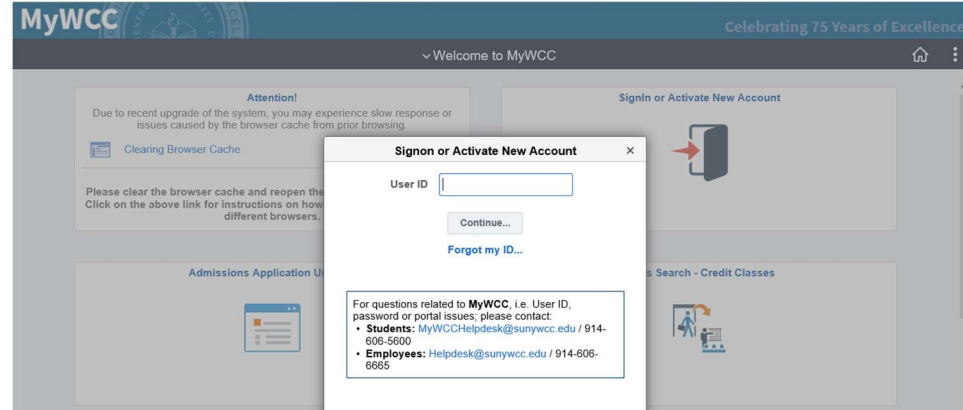
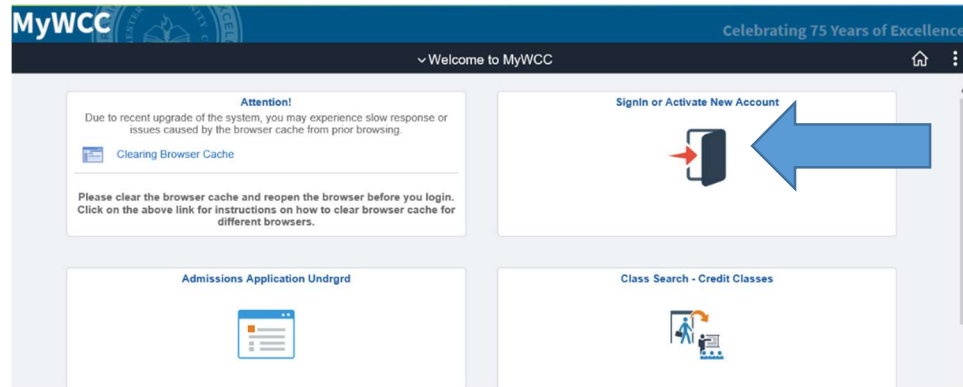


How to Swap Courses Online

**Swapping a course is a simultaneous add/drop in one move. Please review www.sunywcc.edu/academiccalendar for exact dates.*

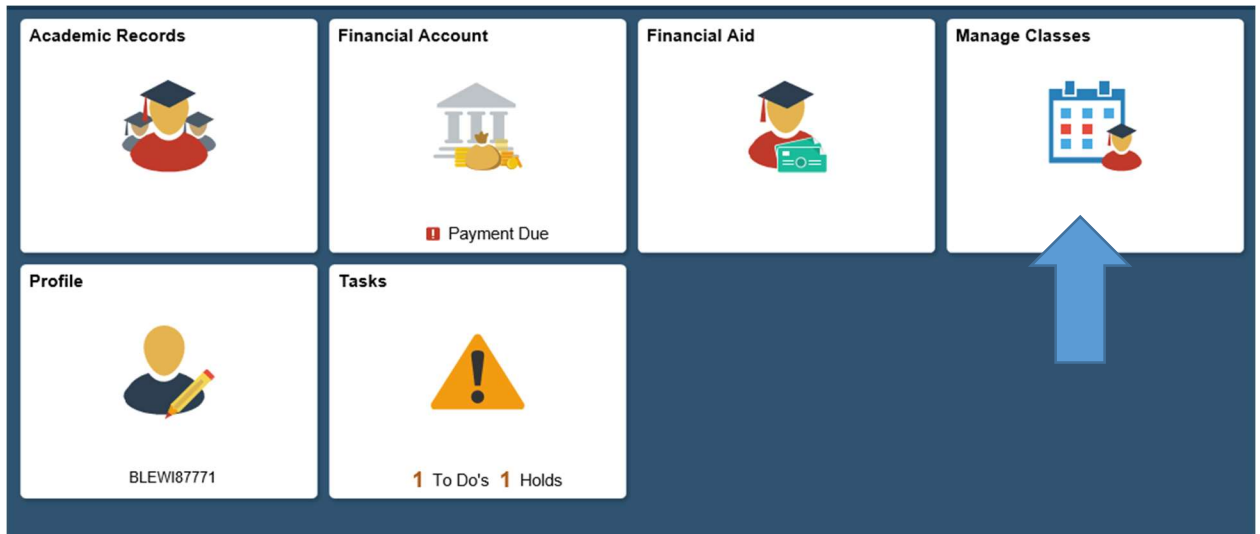
STEP 1:

Go to the MyWCC Portal - [HTTPS://MYWCC.SUNYWCC.EDU](https://mywcc.sunywcc.edu) - and, under “SIGN IN”, put in your “USER ID” and “PASSWORD”.



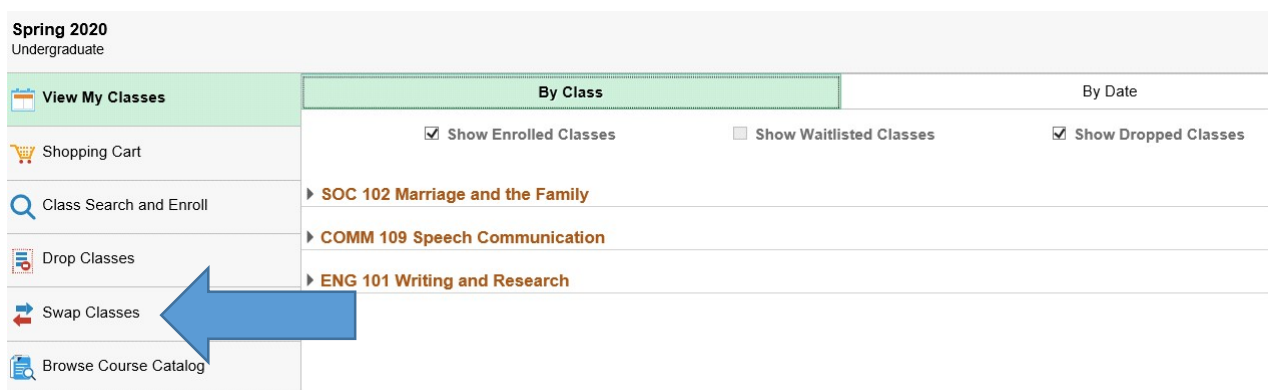
STEP 2:

Here you click onto the "Manage Classes" Tile



STEP 3:

Select "Swap Classes" from the menu



STEP 4:

Here you will choose the class you want to swap out with the class you want. Click **“Search”**

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Westchester Community College

- View My Classes
- Shopping Cart
- Class Search and Enroll
- Drop Classes
- Swap Classes**
- Browse Course Catalog
- Enrollment Dates
- Make a Payment

Swap Classes

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

Swap This Class
Select from your schedule

With This Class
Search for Classes

Class Search

Or
Enter Class Number

Search

Here select the Class you want to swap out

Here, you enter the class you want to swap into

STEP 5:

Review the Class you want. Click **“Next”**

Exit Swap Classes Next

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- 1 Review Class Selection** Visited
- 2 Review Class Preferences Not Started
- 3 Confirm Class Swap Not Started

Step 1 of 3: Review Class Selection

You have selected

SOC 102 Marriage and the Family

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Sec E751 Class# 13040	7.5 Wk 2nd Half	03/23/2020 - 05/10/2020	Tuesday Thursday 6:00PM to 8:40PM	Open Seats 28 of 33

STEP 6:

Confirm your Grading Preferences. Click **“Accept”**

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- 1 Review Class Selection Complete
- 2 Review Class Preferences** In Progress
- 3 Confirm Class Swap Not Started

Step 2 of 3: Review Class Preferences

SOC 102 Marriage and the Family
Lecture - Sec E751 Class# 13040 - Open

Grading Basis

Graded

Requirement Designation - Meets SUNY Social Sciences Requirement

Take Requirement Designation

Accept

STEP 7:

Confirm your swap and “Accept”

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1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Confirm Class Swap Visited

Step 3 of 3: Confirm Class Swap

You are replacing this Class

SOC 102 Marriage and the Family

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Sec 0721 Class# 15768	7.5 Wk Online Ed 2nd Half	03/23/2020 - 05/10/2020	To be Announced	Open Seats of 25

With this Class

SOC 102 Marriage and the Family

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Sec E751 Class# 13040	7.5 Wk 2nd Half	03/23/2020 - 05/10/2020	Tuesday Thursday 6:00PM to 8:40PM	Open Seats 28 of 33

Class Preferences

Submit

STEP 8:

You have just swapped classes!

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View My Classes

Shopping Cart

Class Search and Enroll

Drop Classes

Swap Classes

✔ **Swap SOC 102 - Marriage and the Family with SOC 102 - Marriage and the Family**
You are required to take this requirement designation for this class. The requirement designation option has been set to yes.