

Swapping Classes Instructions

Step 1: Sign into MyOHIO Student Center using your OHIO ID and password.

Select the **Academics** tab:

Step 2: Select on the **arrow to the right of other academic** to expand drop down list. Select **Enrollment: Swap** and select the **double arrows** on left side of drop-down menu.



Step 3: Select the **term** in which you would like to swap a class and select **Continue**.

Select Term

Select a term then select Continue.			
	Term	Career	Institution
<input type="radio"/>	Spring Semester 2020-21	Graduate	Ohio University
<input type="radio"/>	Summer Semester 2020-21	Graduate	Ohio University
<input type="radio"/>	Fall Semester 2021-22	Graduate	Ohio University

Step 4: Select the **class** you would like to drop from the **Swap This Class** drop-down list.

Swap This Class
Select from your schedule <input type="text" value="EDCP 5210: Coll Stu Dev: Theory Practice"/>

Step 5: **With This Class:**

Select **Search** to find a class number for the selected term using the Class Search tool OR select the down arrow to the right of **Select from Shopping Cart** to select a class already in your cart. This list is only populated if classes are stored in your enrollment shopping cart OR enter the **class number**, and then select **Enter**.

With This Class
Search for Class <input type="text" value="Class Search"/> <input type="button" value="Search"/>
----- OR -----
Enter Class Nbr <input type="text"/> <input type="button" value="Enter"/>

Step 6: Special Swap Circumstances

When swapping a lab, recitation, or discussion section for a single lecture course, the swap is for the lab, recitation, discussion section from and to. You will remain enrolled in the lecture section, even if the lecture section is currently closed.

To swap a lab, recitation, or discussion, under swap “with,” select another lab, recitation, or discussion section, then select the lecture section on the related components page. If you select the same lecture that you are currently enrolled in, your enrollment will remain, even if section is closed.

To swap a lecture section, under swap “with,” select another lecture section, then select the lab, recitation, or discussion section on the related components page. If you select the same lab, recitation, or discussion that you are currently enrolled in, your enrollment will remain, even if section is closed.

To swap both lecture and lab, recitation, or discussion sections, under swap “with,” select either the lecture or lab, recitation, discussion section, then select the other component section on the related component page.

Step 7: Confirm your classes.

Review the classes listed to ensure those are the classes for which you want to register.

Step 8: Finish Swapping

Select **Finish Swapping** to process your swap request. To exit without swapping classes, select **Cancel**.

Step 9: View results and make appropriate changes if necessary.

For each class, you will see a status message that indicates if you successfully added or if there is an error. Green checkmark indicates Success: enrolled. Red X indicates Error: unable to add class.



If you receive message error, review the message to find out why.

Select My Class Schedule to view your schedule.

[MY CLASS SCHEDULE](#)

Or select Add Another Class to add another class to your schedule.

[ADD ANOTHER CLASS](#)

If you have questions about the registration process, please call 740.593.4495, or email registration@ohio.edu. If you have technical questions about the system or the Web page is not working, please call 740.593.1222 or email servicedesk@ohio.edu.