



Office of the Registrar

Swap a Class

Learn how to swap classes

Step 1

Swap a Class

The screenshot shows the JAccess Student Center interface. At the top left is the logo "JAccess STUDENT CENTER". At the top right, it says "WILBUREY WILDCAT" and "STUDENT ID: 00000001". Below this is a navigation bar with "ENROLLMENT", "ADVISING", "ACADEMIC RECORD", "FINANCIAL AID", and "BURSAR ACCOUNT". The "ENROLLMENT" menu is open, showing options: "Add/Drop/Swap Classes", "Edit Enrollment Options", "Schedule", "Class Search", "Course Catalog", "Booklist", and "Grade Replacement Opportunity". A red arrow points to "Add/Drop/Swap Classes". The background features a banner with a building and the text "The redesigned!". On the right, a white box displays "Enrollment Dates" for "Summer 2020" with "Enrollment Open: **Enroll Now**".






Navigate to the **Enrollment** menu


Click on **Add/Drop/Swap Classes**

Step 2

Swap a Class

Summer 2020 Class Schedule - Undergraduate

<p> Enrolled</p> <p>Energy Sources of AZ and US (Lecture)</p> <p>Class: AGTM 170A1-101 (13922) Room: Online Days/Times: Units: 3.00 Instructor: E. Franklin</p> <p>Enrollment Options</p> <p>DROP SWAP</p>	<p> Enrolled</p> <p>Many Ways of Being Human (Lecture)</p> <p>Class: ANTH 150B1-102 (10773) Room: Online Days/Times: Units: 3.00 Instructor: Staff</p> <p>Enrollment Options</p> <p>DROP SWAP</p>
<p> Enrolled</p> <p>Rock & Amer Pop Music (Lecture)</p> <p>Class: MUS 109-101 (10649) Room: Online Days/Times: Units: 3.00 Instructor: N. Warner</p> <p>Enrollment Options</p> <p>DROP SWAP</p>	



On the **Add/Drop/Swap Classes** page, click the **Swap** button for any enrolled course

Swap a Class

Choose a class to swap with **AGTM 170A1: Energy Sources of AZ and US**



Shopping Cart

Find by Class Number

Select from Shopping Cart

✓ ENGL 101-001 LEC (1333) **SELECT**

You can also use **Class Search** to add ses to your cart.



You may either select the class currently in your shopping cart from the drop down or you may search for a new course using the Class Search option.

Swap a Class

Choose a class to swap with **AGTM 170A1: Energy Sources of AZ and US**

Shopping Cart

Find by Class Number

Select from Shopping Cart

ENGL 101-001 LEC (1333)



SELECT



You can also use **Class Search** to add classes to your cart.



Click **Select** to choose the replacement course.

Once complete, a confirmation message or error message will appear at the top of the add/drop/swap page to let you know if the swap was successful or not.



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**We hope you found
this tutorial helpful!**

If you need additional support,
please contact us at:

reghelp@arizona.edu

520-621-3113

For more information, visit our website:

<https://www.registrar.arizona.edu/students>