



How to Swap Classes in CUNYfirst

1. Go to home.cunyfirst.cuny.edu and sign in to CUNYfirst
2. Once on the CUNYfirst homepage, click on **Self Service**.
3. Choose the **Student Center** link from the Self Service drop down. You will now be navigated to your Student Center page.

- Self Service
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Learning and Development
 - Recruiting Activities
 - Review Transactions
 - Student Center**
 - Enterprise Learning Management
 - HR / Campus Solutions
 - firstSolutions Knowledge Base

John Smith ID: 23145678

John's Student Center

Academics

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

other academic... ▾

This Week's Schedule		
	Class	Schedule
	URBST 620-02 LEC (4234)	Mo 6:30PM - 8:30PM Powdermker 115
	URBST 738-01 LEC (5679)	Room: TBA

[weekly schedule](#) [enrollment shopping cart](#)

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Direct Loan Processing Form Supplement Form](#)

other financial... ▾

Account Summary

You owe 2,353.25.

- Due Now 2,353.25
- Future Due 0.00

**** You have a past due balance of 2,353.25. ****

Currency used is US Dollar.

[make a payment](#)

You may use MasterCard, Discover or American Express credit cards for payment of tuition and fees (we do not accept Visa). Please be aware that, in addition to your tuition and fees, a non-refundable convenience fee will be charged to your credit card account when choosing the credit card payment option. This fee amount will be 2.65% of the total amount of your bill charged to your credit card, and will appear as a separate charge on your credit card bill.

[SEARCH FOR CLASSES](#)

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor
None Assigned

CUNY Websites

[CUNY Home](#)
[TIPPS](#)

Academic Advisement

[Transcript Ordering](#)
[Advising Report \(DegreeAudit\)](#)

Other Links

[TuitionPay Payment Plan](#)
[FAFSA](#)



4. To swap classes, click on the **other academic** dropdown and select **Enrollment: Swap**.

The screenshot shows the CUNYfirst Student Center for John Smith (ID: 23145678). The 'Academics' section is active, displaying 'This Week's Schedule' with two classes: URBST 620-02 LEC (4234) and URBST 738-01 LEC (5679). A dropdown menu labeled 'other academic...' is open, with 'Enrollment: Swap' highlighted. Other options include Academic Planner, Apply for Graduation, Class Schedule, Course History, Enrollment Verification, Enrollment: Add, Drop, Edit, Exam Schedule, Grades, Transcript: View Unofficial, and Transfer Credit: Report. The right sidebar shows 'Holds' (No Holds), 'To Do List' (No To Do's), 'Enrollment Dates' (Open Enrollment Dates), and 'Advisor' (None Assigned). A 'SEARCH FOR CLASSES' button is visible at the top right of the sidebar.

5. Click on the double arrow next to Enrollment: Swap to proceed.

This screenshot is identical to the previous one, but with a red box highlighting the double arrow button next to the 'Enrollment: Swap' option in the dropdown menu.



- Underneath the Swap This Class heading, you will be able to select the class you want to swap from your schedule for another.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
edit	term information	law exam numbers	

Swap a Class

1. Select a class to swap

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

2012 Fall Term | Graduate | Queens College

Swap This Class	
Select from your schedule	URBST 620: URBAN RSCH WRIT
	URBST 620: URBAN RSCH WRIT
	URBST 738: DISEASE & PUB POLICY

With This Class	
Search for Class	Class Search <input type="text"/> <input type="button" value="search"/>
	----- OR -----
Select from Shopping Cart	<input type="text"/> <input type="button" value="select"/>
	----- OR -----
Enter Class Nbr	<input type="text"/> <input type="button" value="enter"/>

- To swap the class, you must either: search for the class, select the class from your shopping cart, or enter the class number and click on **enter**.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
edit	term information	law exam numbers	

Swap a Class

1. Select a class to swap

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

2012 Fall Term | Graduate | Queens College

Swap This Class	
Select from your schedule	URBST 620: URBAN RSCH WRIT

With This Class	
Search for Class	Class Search <input type="text"/> <input type="button" value="search"/>
	----- OR -----
Select from Shopping Cart	URBST 726-01 LEC (4002) <input type="button" value="select"/>
	----- OR -----
Enter Class Nbr	<input type="text"/> <input type="button" value="enter"/>



8. You will be redirected to another page asking you to confirm your selection. Please make sure you read this page carefully before selecting **Finish Swapping**.

Search Plan Enroll My Academics

my class schedule | add | drop | swap | edit | term information | law exam numbers

Swap a Class

1 2 3

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

2012 Fall Term | Graduate | Queens College

You are replacing this class

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
URBST 620-02 (4234)	URBAN RSCH WRIT (Lecture)	Mo 6:30PM - 8:30PM	Powdermker 115	D. Davis	3.00	<input checked="" type="checkbox"/>

With this class

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
URBST 726-01 (4002)	CRIMINAL JUSTICE/U.S (Lecture)		TBA	W. Muraskin	3.00	<input type="checkbox"/>

Your classes have now been swapped and can be viewed in your Class Schedule.