

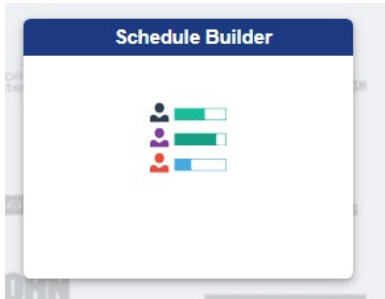
# Swapping Classes in Schedule Builder

full video available here: [https://youtu.be/8SW0di\\_NCF0](https://youtu.be/8SW0di_NCF0)

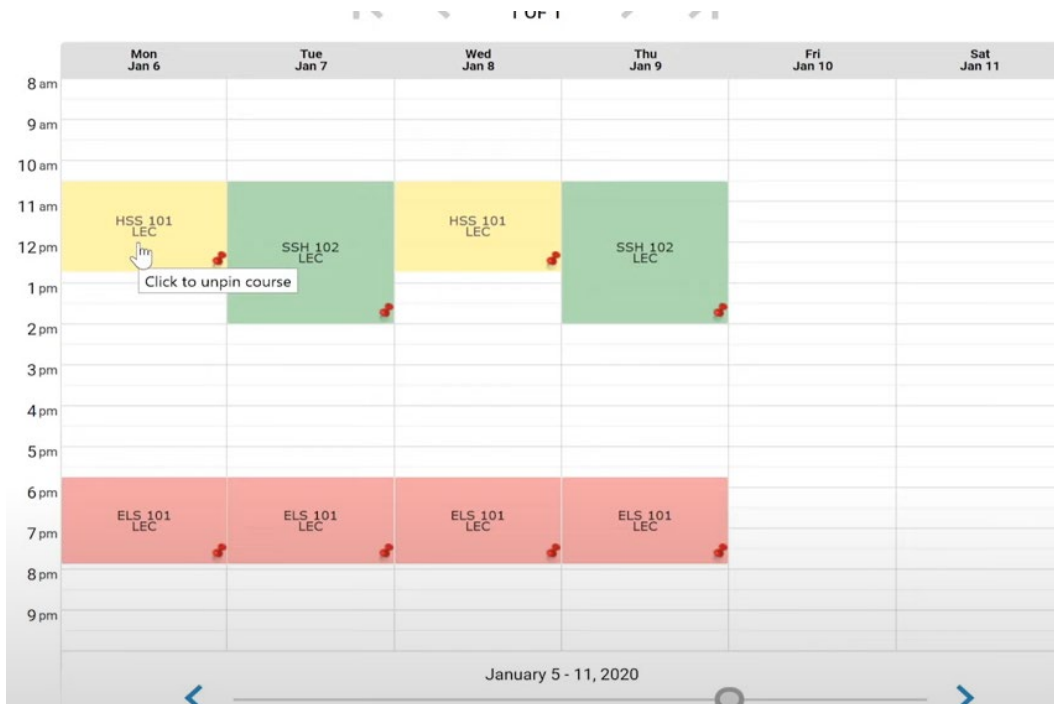
Do not access CUNYFirst using a mobile app. Ensure pop up blockers are disabled

Log into your CUNYFirst account ([www.cunyfirst.cuny.edu](http://www.cunyfirst.cuny.edu))

Select schedule builder



On the calendar schedule view, unpin the class you wish to swap from the calendar, by selecting the class.



Search for the new class you want.

Instruction Modes: All

Select Course...  
Class Number, Title, Instructor... Advanced Search

Import my: **DEGREE PLAN** DEGREWORKS AUDIT

SSH 102	<b>THEMES IN AMERICAN HISTORY SINCE 1865</b> LaGuardia Community College Stay enrolled in LEC 7855	Enrolled	🗑️	⌵
ELS 101	<b>ELEMENTARY SPANISH I</b> LaGuardia Community College Stay enrolled in LEC 8110	Enrolled	🗑️	⌵
HSS 101	<b>INTRODUCTION TO HUMAN SERVICES</b> LaGuardia Community College Try all classes (4)	Enrolled	🗑️	⌵

Speed up and Save!

Instruction Modes: All

Select Course...  
Class Number, Title, Instructor... Advanced Search

Import my: **DEGREE PLAN** DEGREWORKS AUDIT

SSH 102	<b>SSA 100</b> Introduction to Anthropology		🗑️	⌵
SSH 102	<b>SSA 101</b> Cultural Anthropology		🗑️	⌵
ELS 101	<b>SSA 120</b> Peoples and Cultures of the Caribbean		🗑️	⌵
ELS 101	<b>HUA 215</b> Art of the Renaissance in Italy		🗑️	⌵
HSS 101	<b>HUA 166</b> Art History: Renaissance through Modern		🗑️	⌵
	<b>HUT 210</b> Theatre: Pre-History to the Renaissance		🗑️	⌵

Speed up and Save!

Colleges: LaGuardia Community College (1/2)

Instruction Modes: All

The course 'SSA-100' was selected

Select Course...  
Class Number, Title, Instructor... Advanced Search

Import my: **DEGREE PLAN** DEGREWORKS AUDIT

SSH 102	<b>THEMES IN AMERICAN HISTORY SINCE 1865</b> LaGuardia Community College Stay enrolled in LEC 7855	Enrolled	🗑️	⌵
ELS 101	<b>ELEMENTARY SPANISH I</b> LaGuardia Community College Stay enrolled in LEC 8110	Enrolled	🗑️	⌵
HSS 101	<b>INTRODUCTION TO HUMAN SERVICES</b> LaGuardia Community College Try all classes (4)	Enrolled	🗑️	⌵
SSH 102	<b>SSA 100</b> Introduction to Anthropology		🗑️	⌵

Click on the recycle bin icon next to the class you want to swap

Select Course...  
Class Number, Title, Instructor... Advanced Search

Import my: **DEGREE PLAN** DEGREEWORKS AUDIT

- SSH 102** THEMES IN AMERICAN HISTORY SINCE 1865  
LaGuardia Community College Enrolled  
Stay enrolled in LEC 7855
- ELS 101** ELEMENTARY SPANISH I Enrolled  
LaGuardia Community College  
Stay enrolled in LEC 8110
- HSS 101** INTRODUCTION TO HUMAN SERVICES Enrolled  
LaGuardia Community College  
Try all classes (4)
- SSA 100** INTRODUCTION TO ANTHROPOLOGY  
LaGuardia Community College  
Try all classes (2)

Remove this course from the Search

The Notice will appear. Select "plan to drop". Schedule Builder then updates the schedule.

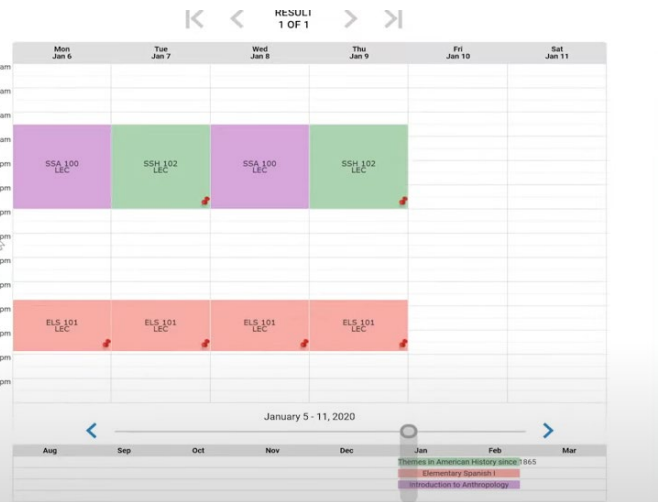
Tip: You have searched courses that are new at overlap during the week. Use the checkbox left of each course to

## Notice

What would you like to do?

**Note:** If you wish to try swapping this for a different course without the risk of losing the seat you already have, plan to drop it and select one new course. When you get the schedule, it will swap you from this to the new class.

If you are full-time for registering for only 12



Notice the warning under the class you plan to drop.

Import my: **DEGREE PLAN** DEGREEWORKS AUDIT

- SSH 102** THEMES IN AMERICAN HISTORY SINCE 1865  
LaGuardia Community College Enrolled  
Stay enrolled in LEC 7855
- ELS 101** ELEMENTARY SPANISH I Enrolled  
LaGuardia Community College  
Stay enrolled in LEC 8110
- HSS 101** INTRODUCTION TO HUMAN SERVICES Enrolled  
LaGuardia Community College  
Drop Course  
**⚠ You have not finished dropping this course.**
- SSA 100** INTRODUCTION TO ANTHROPOLOGY  
LaGuardia Community College  
LEC 7741

Speed up and Save!

To officially swap classes, select “get this schedule”

The screenshot shows a course selection interface. On the left, there is a list of courses with checkboxes and dropdown menus. The courses listed are:

- SSH 102: THEMES IN AMERICAN HISTORY SINCE 1865 (Enrolled)
- ELS 101: ELEMENTARY SPANISH I (Enrolled)
- HSS 101: INTRODUCTION TO HUMAN SERVICES (Enrolled)
- SSA 100: INTRODUCTION TO ANTHROPOLOGY (Enrolled)

Below the list, there is a section titled "Speed up and Save!" and an "IMPORTANT:" notice. At the bottom left, there is contact information for fall registration.

On the right, there is a weekly schedule grid for January 5-11, 2020. The grid shows the following classes:

- 11 am - 12 pm: SSA 100 LEC (Mon, Wed), SSH 102 LEC (Tue, Thu)
- 6 pm - 7 pm: ELS 101 LEC (Mon, Tue, Wed, Thu)

At the bottom of the grid, there are buttons: "SAVE AS FAVORITE", "VALIDATE SHOPPING CART", "GET THIS SCHEDULE" (circled in red), "PRINT", and "SHARE".

You will be given the option to enroll in the new class & schedule builder indicate what the previous class is being swapped with.

<p><b>Elementary Spanish I</b> Second Session Mon, Tue, Wed, Thu : 5:45 PM to 7:55 PM</p> <p>LaGuardia Community College In Person LGCC-B Rm B-207; C - Center 3 Building Rm C-222 3.0 Units</p> <p>Pre/Co-requisite of CSE 95 OR ESL 97 is required.</p> <p><b>LEC 8110</b> 45890 (Enrolled) Seats: 2/21 Wait List: None</p>	None (Already enrolled in this class)	
<p><b>HSS 101</b> 2019 Fall Term: Jan 6 - Feb 26 Introduction to Human Services Second Session Mon, Wed : 10:30 AM to 12:45 PM</p> <p>LaGuardia Community College Hybrid E - E Building Rm E-145 Maureen Doyle 3.0 Units</p> <p>HYBRID SECTION Pre-requisite of ENG 101 AND pre/co-requisite of MAT 96 are required.</p> <p><b>LEC 7527</b> (Enrolled) 45978 Seats: 2/25 Wait List: None</p>	Drop* *Swapping for SSA 100	
<p><b>SSA 100</b> 2019 Fall Term: Jan 6 - Feb 26 Introduction to Anthropology Second Session Mon, Wed : 10:30 AM to 2:00 PM</p> <p>LaGuardia Community College In Person C - Center 3 Building Rm C-448; C - Center 3 Building Rm C-446 3.0 Units</p> <p>Pre-requisites of ENG 99 and CSE 99 OR passing scores/exemptions on the CUNY Reading and</p> <p><b>LEC 7741</b> 45923 Seats: 16/35 Wait List: None</p>		None

Ensure that the drop down indicates "Enroll" then select "Do Actions" button to finalize the class swap.

Pre/Co-requisite of CSE 95 OR ESL 97 is required.		3.0 UNITS	
<b>HSS 101</b> Introduction to Human Services Mon, Wed : 10:30 AM to 12:45 PM	2019 Fall Term: Jan 6 - Feb 26 Second Session		
<b>LEC 7527</b> 45978 Seats: 2/25 Wait List: None	LaGuardia Community College Hybrid E - E Building Rm E-145 Maureen Doyle 3.0 Units	Drop* *Swapping for SSA 100	
HYBRID SECTION Pre-requisite of ENG 101 AND pre/co-requisite of MAT 96 are required.			
<b>SSA 100</b> Introduction to Anthropology Mon, Wed : 10:30 AM to 2:00 PM	2019 Fall Term: Jan 6 - Feb 26 Second Session		No
<b>LEC 7741</b> 45923 Seats: 16/35 Wait List: None	LaGuardia Community College In Person C - Center 3 Building Rm C-448; C - Center 3 Building Rm C-446 3.0 Units	Enroll	
Pre-requisites of ENG 99 and CSE 99 OR passing scores/exemptions on the CUNY Reading and Writing Tests are required.			
<b>CANCEL</b>		<b>DO ACTIONS</b>	

The class has been swapped. See confirmation

Pre-requisite of ENG 101 AND pre/co-requisite of MAT 96 are required.			
<b>SSA 100</b> Introduction to Anthropology Mon, Wed : 10:30 AM to 2:00 PM	2019 Fall Term: Jan 6 - Feb 26 Second Session	None	<b>Swapped</b> Success - This class is added to your schedule.
<b>LEC 7741</b> 45923 Seats: 16/35 Wait List: None	LaGuardia Community College In Person C - Center 3 Building Rm C-448; C - Center 3 Building Rm C-446 3.0 Units	Enroll	
Pre-requisites of ENG 99 and CSE 99 OR passing scores/exemptions on the CUNY Reading and Writing Tests are required.			

Your schedule is now updated with your changes!