## 9.2 Swap Classes

**Purpose:** Use this document as a reference for how to swap classes through the Manage Classes tile on the ctcLink Student Homepage.

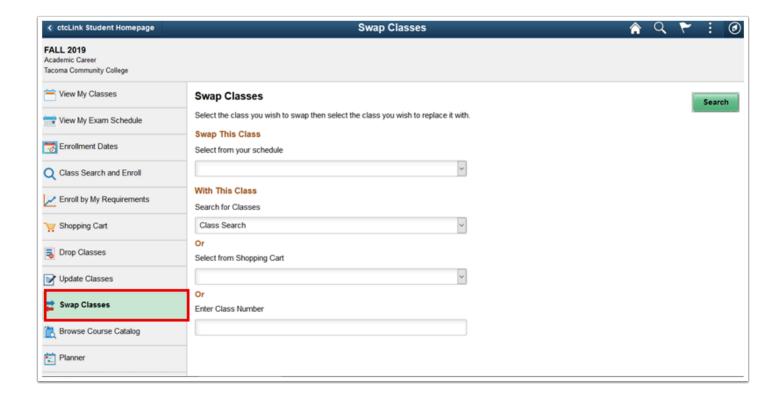
Audience: Students; Student Services staff.

- Use the course swap option to add the desired course in place of another course being dropped, especially if the courses are offered on the same day(s) and time(s).
  - Students can remove themselves from a waitlist by dropping themselves from the waitlisted section in self-service enrollment within the add/drop period.
  - Students should remove themselves from waitlists for courses no longer of interest; if not, the waitlist process will place you in a course if a seat becomes available and you are still on a waitlist.

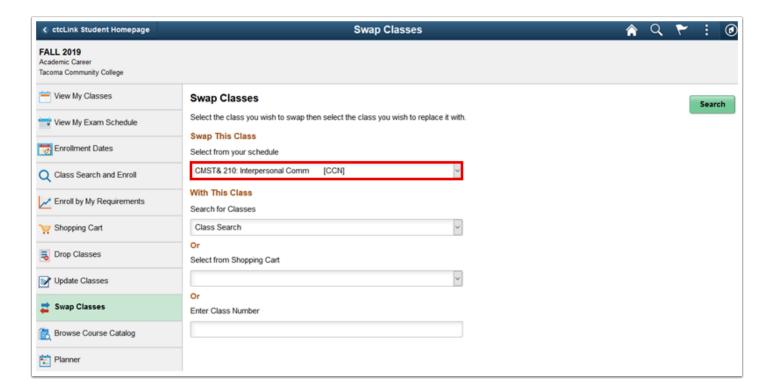
## **Swap Classes**

**Navigation: Student Homepage** 

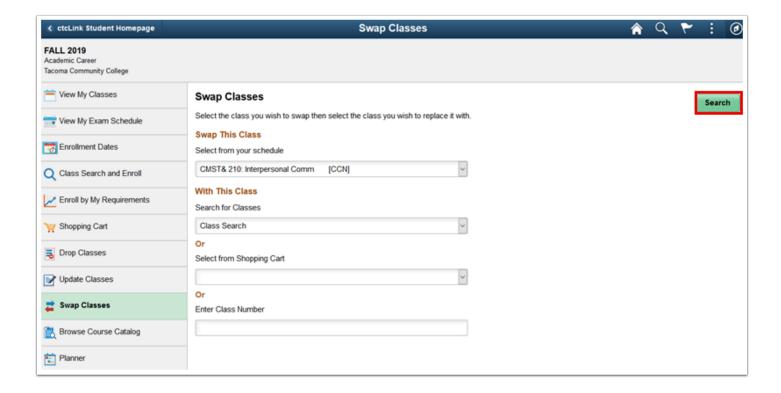
- 1. Select the **Manage Classes** tile.
- 2. The **Manage Classes** menu is displayed on the left.
- 3. Select the **Swap Classes** to link on the left menu.
  - If the student is enrolled in more than one term or college eligible for dropping, a college/ term selector will appear.
- 4. Select the **College** and **Term** for the drop (if applicable).



- 5. The **Swap Classes** page displays.
- 6. Select the class to be *dropped* from the **Select from Your Schedule** drop-down.



- 7. Next, select the class to be *added* from the **Search for Classes** drop-down.
- 8. If Class Number is available, input Class Number under Enter Class Number.
- 9. Select the **Search** button.

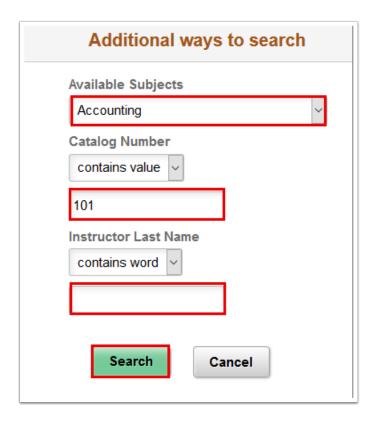


- 10. The **Class Search** page displays.
- 11. Select the **Additional ways to search** link.

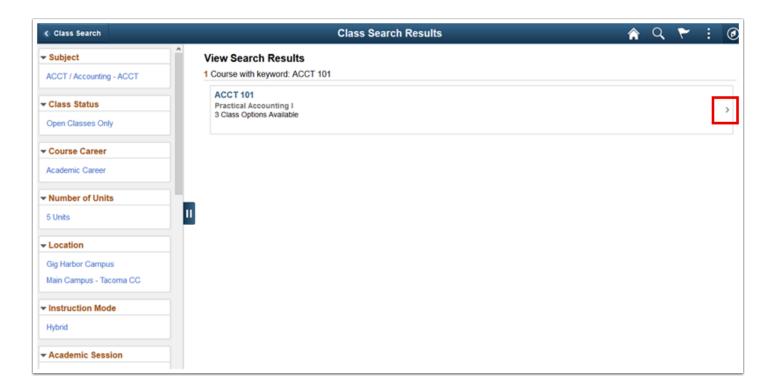


- 12. The Additional Ways to Search box displays.
- 13. Select **Subject, Catalog Number**, or **Instructor Information** from the drop-down menus.

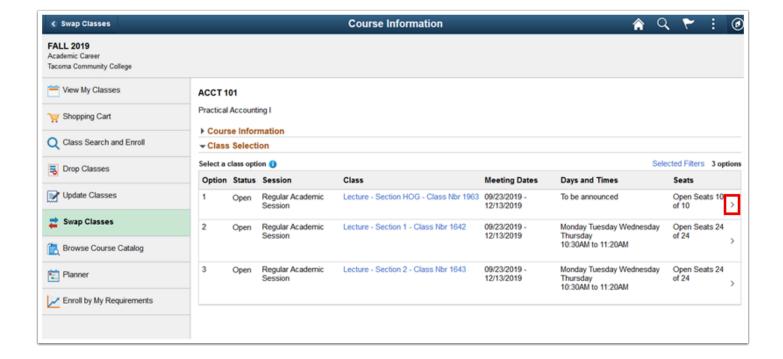
14. Select the **Search** button.



- 15. The Class Search Results page displays.
- 16. Select a Course from **the Search** results list to see available sections.



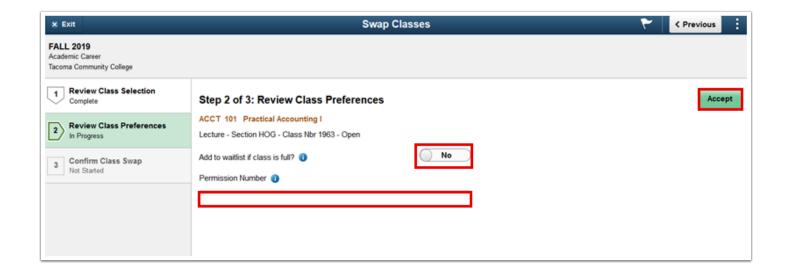
- 17. The **Course Information** page displays with a list of available class sections.
- 18. Select the **right arrow** [>] at the end of the row for the applicable Class Section.



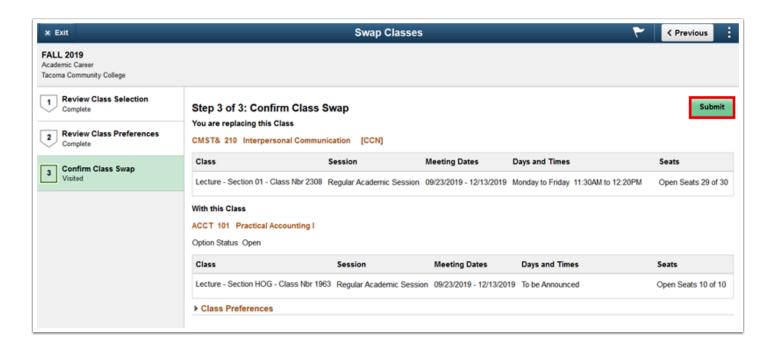
- 19. The **Review Class Selection** page displays.
- 20. Select the Next button.



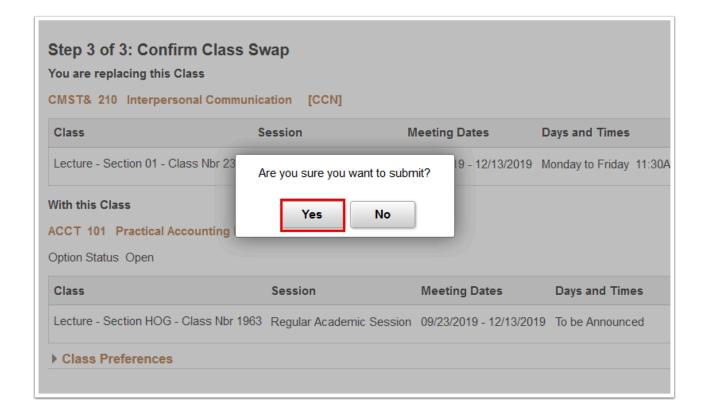
- 21. The **Review Class Preferences** page displays.
- 22. Update **Add to waitlist if class is full** preference if needed.
- 23. Input Permission Number.
- 24. Select the **Accept** button.



- 25. The Confirm Class Swap page displays.
- 26. Select the **Submit** button.



- 27. A submit confirmation box displays.
- 28. Select the Yes option.
- 29. A submission confirmation or errors page will display.



## 30. Process complete.

Please get in touch with your college if you require immediate assistance with ctcLink. Check out the contact information and highlights for each community and technical college.