

## 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).

ctcLink Student Homepage

Swap Classes

FALL 2019  
Academic Career  
Tacoma Community College

View My Classes  
View My Exam Schedule  
Enrollment Dates  
Class Search and Enroll  
Enroll by My Requirements  
Shopping Cart  
Drop Classes  
Update Classes  
**Swap Classes**  
Browse Course Catalog  
Planner

**Swap Classes**

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

**Swap This Class**  
Select from your schedule

**With This Class**  
Search for Classes

Class Search

Or  
Select from Shopping Cart

Or  
Enter Class Number

Search

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

ctcLink Student Homepage

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**Swap Classes**

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

**Swap This Class**  
Select from your schedule

CMST& 210: Interpersonal Comm [CCN]

**With This Class**  
Search for Classes

Class Search

Or  
Select from Shopping Cart

Or  
Enter Class Number

Search

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.

ctcLink Student Homepage

Swap Classes

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View My Classes

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Enroll by My Requirements

Shopping Cart

Drop Classes

Update Classes

**Swap Classes**

Browse Course Catalog

Planner

**Swap Classes**

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

**Swap This Class**

Select from your schedule

CMST& 210: Interpersonal Comm [CCN]

**With This Class**

Search for Classes

Class Search

Or

Select from Shopping Cart

Or

Enter Class Number

**Search**

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

Swap Classes

Class Search

FALL 2019  
Academic Career  
Tacoma Community College

View My Classes

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

**Swap Classes**

Browse Course Catalog

Planner

Enroll by My Requirements

**Search For Classes**

Enter keyword e.g. course, subject, class, topic

**Additional ways to search**

**Recently Viewed**

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.

### Additional ways to search

**Available Subjects**

Accounting
▼

**Catalog Number**

contains value
▼

101

**Instructor Last Name**

contains word
▼

Search

Cancel

15. The **Class Search Results** page displays.

16. Select a Course from **the Search** results list to see available sections.

← Class Search
Class Search Results

🏠 🔍 🚩 ⋮ 🔄

▼ **Subject**

ACCT / Accounting - ACCT

▼ **Class Status**

Open Classes Only

▼ **Course Career**

Academic Career

▼ **Number of Units**

5 Units

▼ **Location**

Gig Harbor Campus  
Main Campus - Tacoma CC

▼ **Instruction Mode**

Hybrid

▼ **Academic Session**

**View Search Results**

1 Course with keyword: ACCT 101

**ACCT 101**

Practical Accounting I

3 Class Options Available

>

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.

Swap Classes

Course Information

FALL 2019

Academic Career

Tacoma Community College

View My Classes

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

Swap Classes

Browse Course Catalog

Planner

Enroll by My Requirements

ACCT 101

Practical Accounting I

Course Information

Class Selection

Select a class option

Selected Filters

3 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Seats
1	Open	Regular Academic Session	Lecture - Section HOG - Class Nbr 1963	09/23/2019 - 12/13/2019	To be announced	Open Seats 10 of 10
2	Open	Regular Academic Session	Lecture - Section 1 - Class Nbr 1642	09/23/2019 - 12/13/2019	Monday Tuesday Wednesday Thursday 10:30AM to 11:20AM	Open Seats 24 of 24
3	Open	Regular Academic Session	Lecture - Section 2 - Class Nbr 1643	09/23/2019 - 12/13/2019	Monday Tuesday Wednesday Thursday 10:30AM to 11:20AM	Open Seats 24 of 24

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

Exit

Swap Classes

Next

FALL 2019

Academic Career

Tacoma Community College

1 Review Class Selection

2 Review Class Preferences

3 Confirm Class Swap

Step 1 of 3: Review Class Selection

You have selected

ACCT 101 Practical Accounting I

Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section HOG - Class Nbr 1963	Regular Academic Session	09/23/2019 - 12/13/2019	To be Announced	Open Seats 10 of 10

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.

Exit
Swap Classes
Previous

FALL 2019  
Academic Career  
Tacoma Community College

1 Review Class Selection  
Complete

2 Review Class Preferences  
In Progress

3 Confirm Class Swap  
Not Started

Step 2 of 3: Review Class Preferences
Accept

ACCT 101 Practical Accounting I  
Lecture - Section HOG - Class Nbr 1963 - Open

Add to waitlist if class is full? ☐ No

Permission Number

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

Exit
Swap Classes
Previous

FALL 2019  
Academic Career  
Tacoma Community College

1 Review Class Selection  
Complete

2 Review Class Preferences  
Complete

3 Confirm Class Swap  
Visited

Step 3 of 3: Confirm Class Swap
Submit

You are replacing this Class  
CMST& 210 Interpersonal Communication [CCN]

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section 01 - Class Nbr 2308	Regular Academic Session	09/23/2019 - 12/13/2019	Monday to Friday 11:30AM to 12:20PM	Open Seats 29 of 30

With this Class  
ACCT 101 Practical Accounting I  
Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section HOG - Class Nbr 1963	Regular Academic Session	09/23/2019 - 12/13/2019	To be Announced	Open Seats 10 of 10

Class Preferences

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

### Step 3 of 3: Confirm Class Swap

You are replacing this Class

CMST& 210 Interpersonal Communication [CCN]

Class	Session	Meeting Dates	Days and Times
Lecture - Section 01 - Class Nbr 23		9 - 12/13/2019	Monday to Friday 11:30A

Are you sure you want to submit?

Yes

No

With this Class


ACCT 101 Practical Accounting I

Option Status Open

Class	Session	Meeting Dates	Days and Times
Lecture - Section HOG - Class Nbr 1963	Regular Academic Session	09/23/2019 - 12/13/2019	To be Announced

► Class Preferences

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.](#)