The Swap function is to be used when you wish to trade or substitute one course for another. Please be mindful to **NEVER** swap into a waitlisted course.

Here are some simple steps to help you successfully drop your courses using the Student Centre:

1. Log into the MyUofC portal

2. On the **Home** page, scroll to the middle of the page, select the appropriate term, and click on the **Swap** button.

3. From the drop down menu, choose the class that you wish to swap **out of**. Then, click on the **Search** button.
4. Search the course that you wish to swap into by selecting the subject from the drop-down menu; then, hit the Search button.

5. Choose the class you wish to enroll into and click on Select
6. Review your selection and click on Next.

7. Once again, make sure that you are swapping into and out of the correct classes, and click on Finish Swapping.

**NOTE:** Never swap into a class that is waitlisted. Make sure that the class you are swapping into is Open.
2. Confirm your selection

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

8. Review your activity and ensure that you have successfully swapped your courses.

3. View results

View the results of your swap request. If you would like to try to swap another class, click the Swap Another Class button below.

Success: Classes were swapped  
Error: Unable to swap class
End of Procedure.