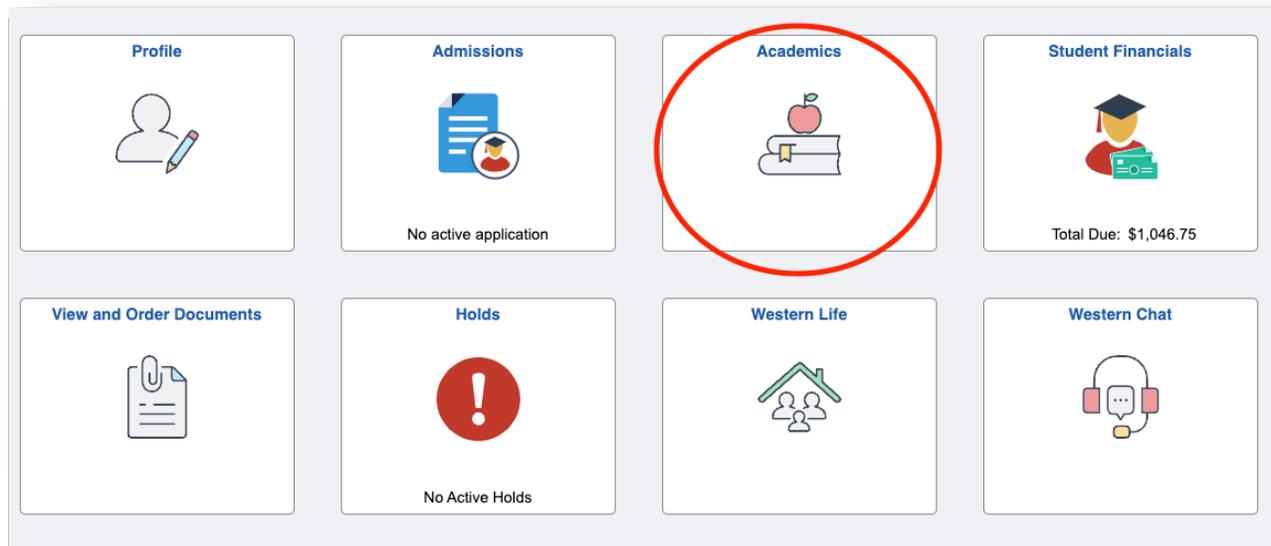
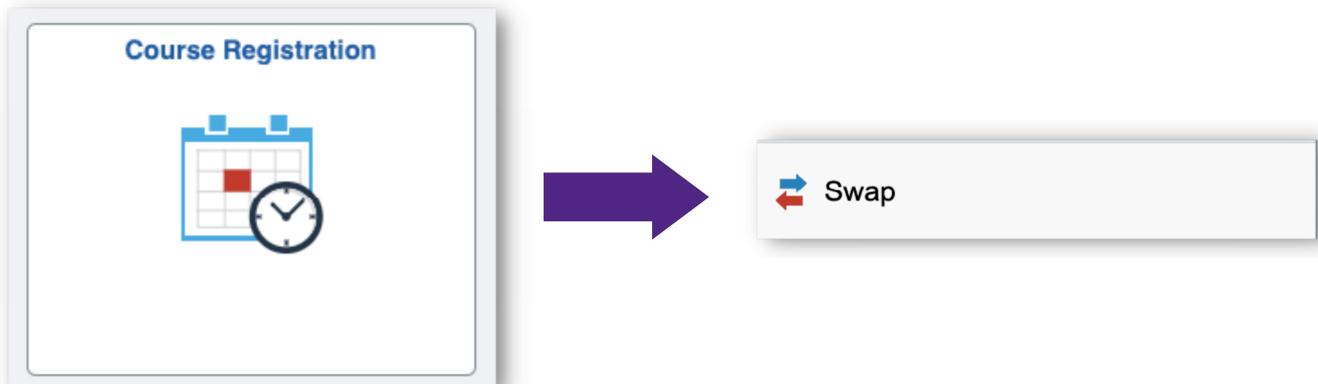


Swapping a Class or Lab/Tutorial

1. Log into your [Student Center](#) account using your Western User ID and Password.
2. Click the “Academics” tile.



3. Select “Course Registration” then “Swap”.



4. Select a term.
5. Swap This Class: Select the class you wish to drop from your schedule using the drop-down box.
6. With This Class: Select the class you would like to add.

***To Swap a Tutorial/Lab:** Enter the same class number as the course that will be dropped. In the next step, select another tutorial/lab and lecture option.

7. Follow the prompts to:

- Review your selection. Click Next.
- If you would like to join the waitlist, answer “Yes” to the question “Add to waitlist if class is full?” and then click on the accept button. If the waitlist question is not visible, a waitlist is not enabled for the offering you have selected.

8. Confirm your swap details. Click Submit.

9. Review the confirmation message.

Drop Deadlines: Refer to [Register in Fall/Winter Courses](#) (Add/Drop Dates) section or the [Register in Summer Courses](#) section for details.

Using Swap to Waitlist a Different Course: To avoid a time conflict or maximum course load error - you can choose swap to join a waitlist for a different course. By using swap you will be indicating which course you would like to drop if you are eligible to be enrolled from the waitlist and you will be automatically dropped from this course when you are enrolled from the waitlist.

Using Swap to Waitlist a Different Tutorial or Lab for a Course That You Are Already Enrolled In: Caution! If you use swap to waitlist a closed tutorial or laboratory section, you will be immediately dropped from the lecture section and added to the to the waitlist for both the lecture and tutorial/laboratory section.

Important:

- Keep track of which class you have swapped for a waitlisted course. While you can review which course you are waitlisted for on your class schedule, it will not display which class you have authorized a drop from if enrollment from waitlist was to occur.
- You cannot modify your swap selection after you have joined the waitlist. If you want to change the class you have indicated to drop then you must drop the waitlisted course and resubmit a swap request. You may lose your original position on the waitlist.