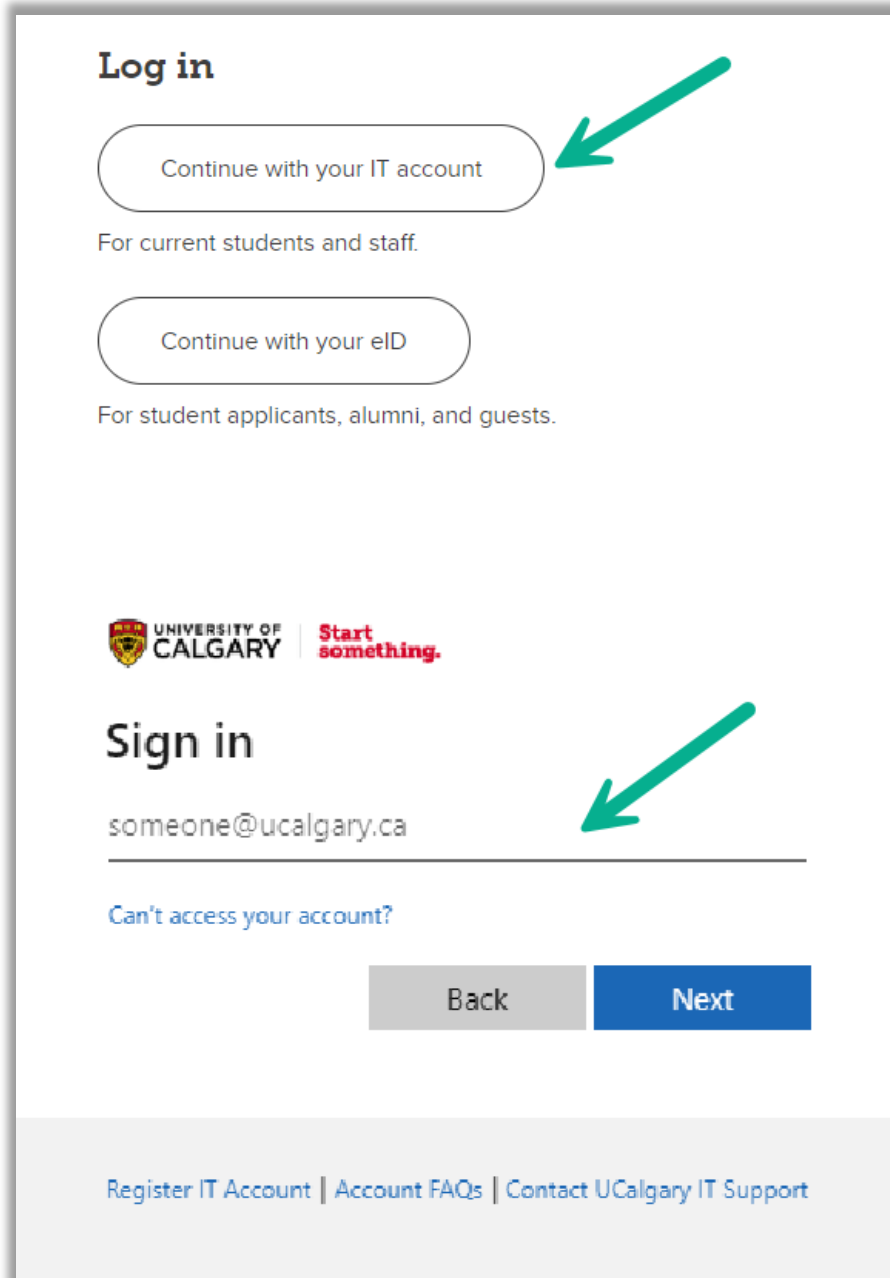


The Swap function is to be used when you wish to trade or substitute one course for another. Please be mindful to **NEVER** swap into a waitlisted course.

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

1. Log into the MyUofC portal




**Log in**

Continue with your IT account

For current students and staff.

Continue with your eID

For student applicants, alumni, and guests.

 UNIVERSITY OF CALGARY | **Start something.**

**Sign in**

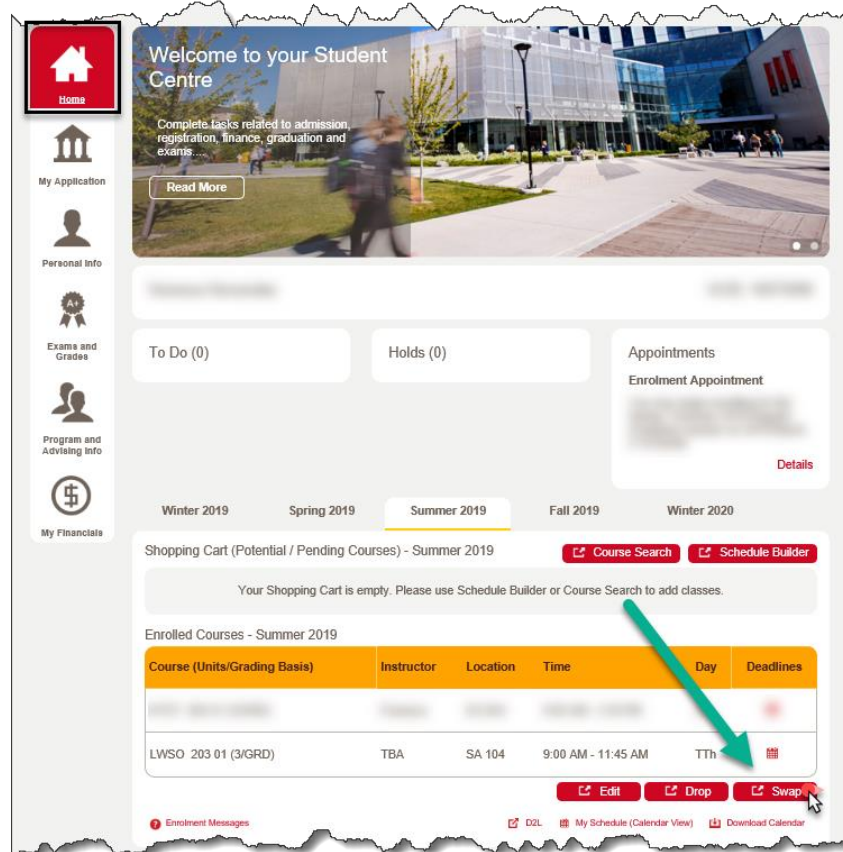
someone@ucalgary.ca

[Can't access your account?](#)

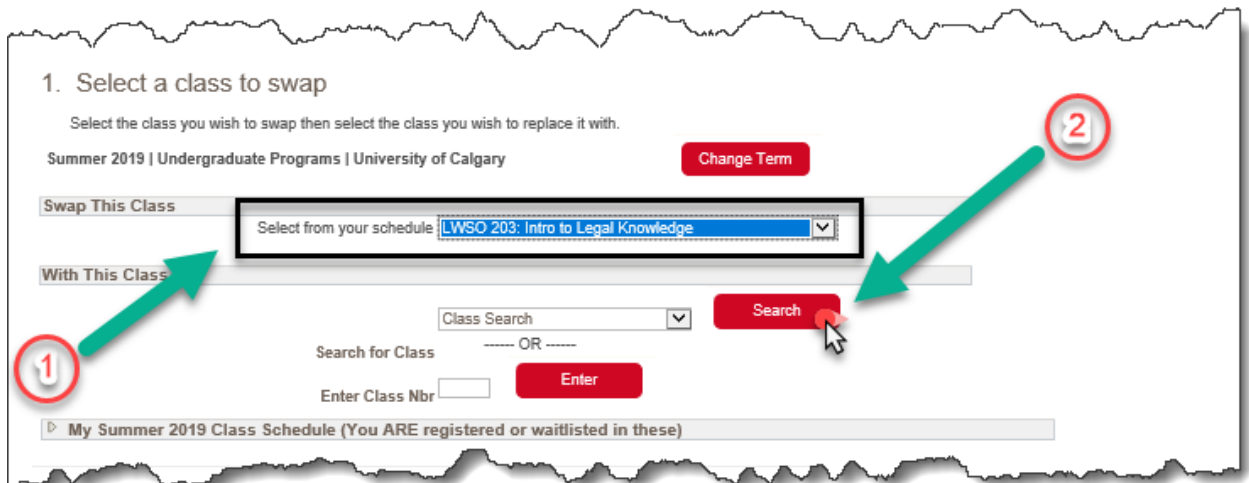
Back Next

[Register IT Account](#) | [Account FAQs](#) | [Contact UCalgary IT Support](#)

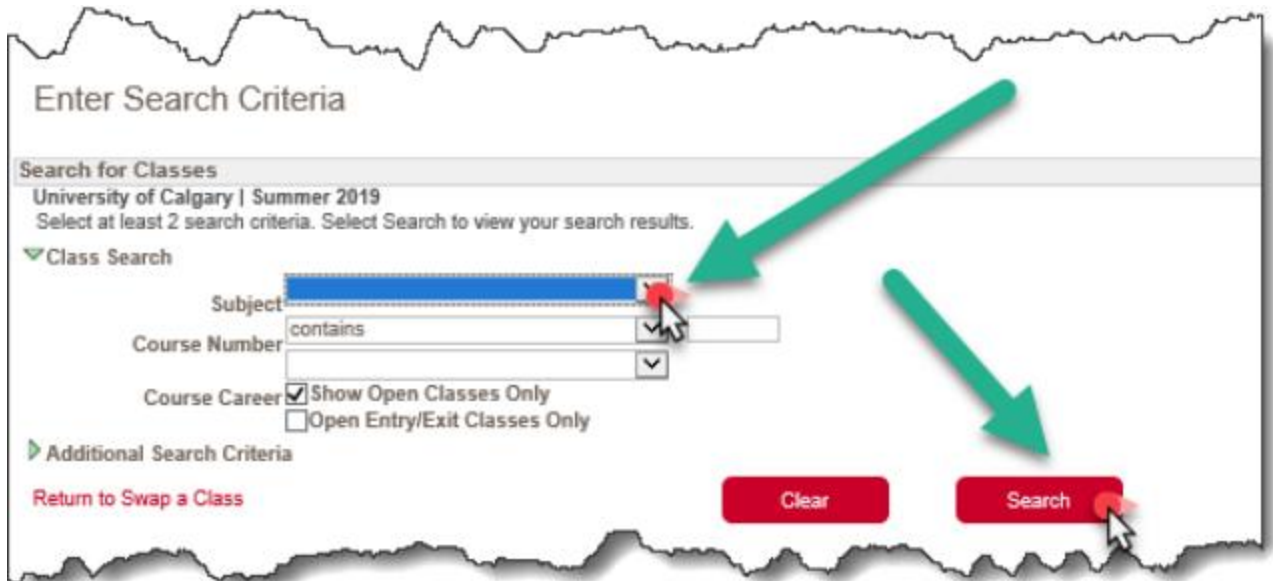
2. On the **Home** page, scroll to the middle of the page, select the appropriate term, and click on the **Swap** button.



3. From the drop down menu, choose the class that you wish to swap *out of*. Then, click on the **Search** button.



- Search the course that you wish to swap into by selecting the subject from the drop-down menu; then, hit the **Search** button.



**Enter Search Criteria**

Search for Classes  
University of Calgary | Summer 2019  
Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject: [Dropdown menu] (Green arrow points here)

Course Number: contains [Text input]

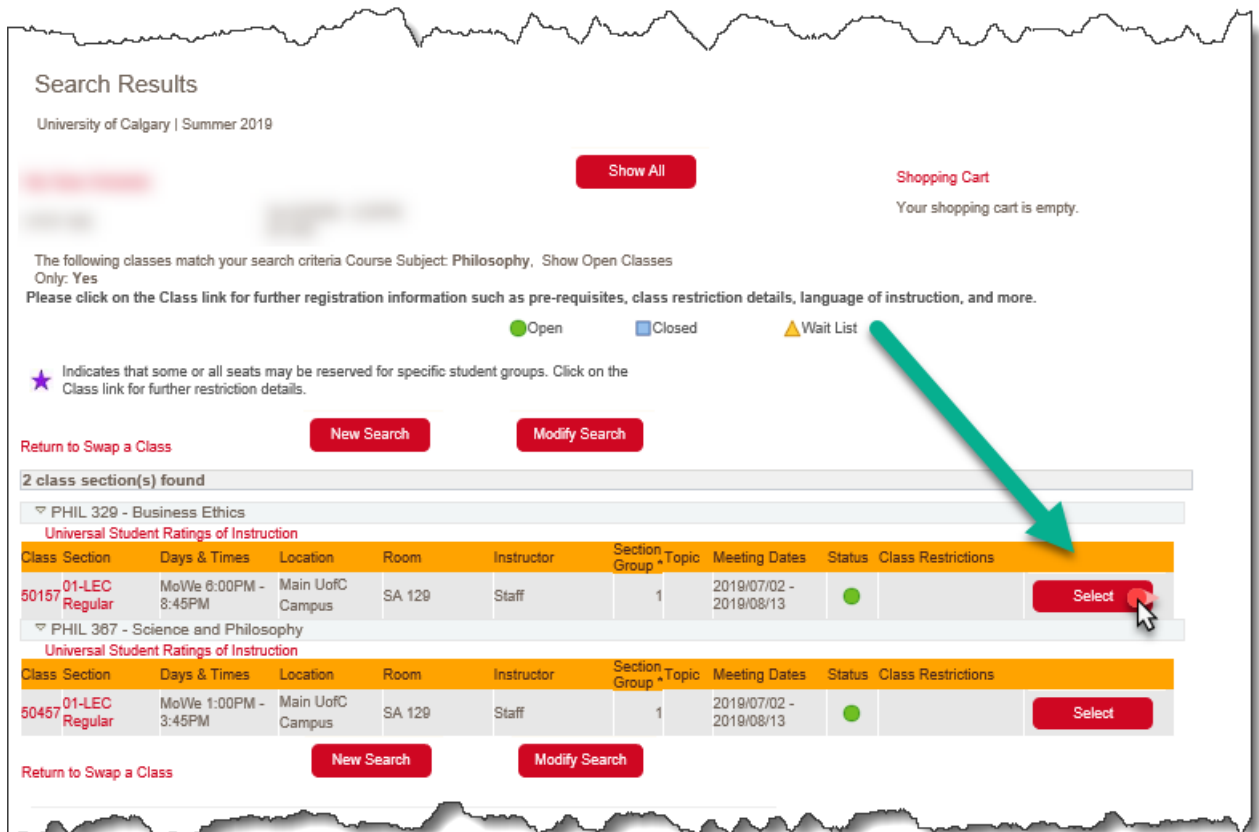
Course Career: [Dropdown menu]

Show Open Classes Only  
 Open Entry/Exit Classes Only

▶ Additional Search Criteria

[Return to Swap a Class](#) Clear Search (Green arrow points to Search button)

- Choose the class you wish to enroll into and click on **Select**



**Search Results**  
University of Calgary | Summer 2019

[Show All](#) [Shopping Cart](#)  
Your shopping cart is empty.

The following classes match your search criteria Course Subject: Philosophy, Show Open Classes Only: Yes  
Please click on the Class link for further registration information such as pre-requisites, class restriction details, language of instruction, and more.

● Open    ■ Closed    ▲ Wait List

★ Indicates that some or all seats may be reserved for specific student groups. Click on the Class link for further restriction details.

[Return to Swap a Class](#) New Search Modify Search

2 class section(s) found

▼ PHIL 329 - Business Ethics  
Universal Student Ratings of Instruction

Class Section	Days & Times	Location	Room	Instructor	Section Group	Topic	Meeting Dates	Status	Class Restrictions
50157 01-LEC Regular	MoWe 6:00PM - 8:45PM	Main UofC Campus	SA 129	Staff	1		2019/07/02 - 2019/08/13	●	<a href="#">Select</a> (Green arrow points here)

▼ PHIL 367 - Science and Philosophy  
Universal Student Ratings of Instruction

Class Section	Days & Times	Location	Room	Instructor	Section Group	Topic	Meeting Dates	Status	Class Restrictions
50457 01-LEC Regular	MoWe 1:00PM - 3:45PM	Main UofC Campus	SA 129	Staff	1		2019/07/02 - 2019/08/13	●	<a href="#">Select</a>

[Return to Swap a Class](#) New Search Modify Search

6. Review your selection and click on **Next**.

1. Select a class to swap - Enrollment Preference

Summer 2019 | Undergraduate Programs | University of Calgary  
PHIL 329 - Business Ethics

Class Preferences

PHIL 329-01      Lecture      ● Open

Session    Regular Academic  
Career    Undergraduate Programs

Enrollment Information

- Half-Course
- GFC Hours (3-0)

Wait List  Wait list if class is full  
Grading    Graded  
Units    3.00

Cancel    Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01 Lecture		MoWe 6:00PM - 8:45PM	SA 129	Staff	2019/07/02 - 2019/08/13

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.

Summer 2019 | Undergraduate Programs | University of Calgary

▼ You are replacing this class

✔ Enrolled      ✘ Dropped      ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
LWSO 203-01 (50771)	Intro to Legal Knowledge (Lecture)	TuTh 9:00AM - 11:45AM	SA 104	Staff	3.00	<span style="color: green;">✔</span>

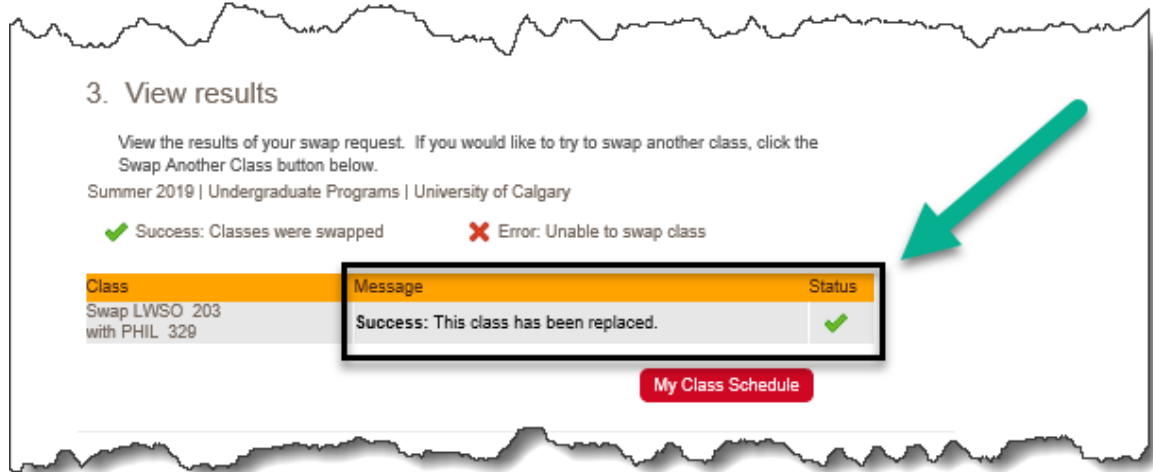
▼ With this class

● Open      ■ Closed      ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
PHIL 329-01 (50157)	Business Ethics (Lecture)	MoWe 6:00PM - 8:45PM	SA 129	Staff	3.00	<span style="color: green;">●</span>

Cancel    Finish Swapping

- 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.

Summer 2019 | Undergraduate Programs | University of Calgary

✓ Success: Classes were swapped      ✗ Error: Unable to swap class

Class	Message	Status
Swap LWSO 203 with PHIL 329	Success: This class has been replaced.	✓

[My Class Schedule](#)

**End of Procedure.**