Swapping One Class Section for Another

After you have enrolled in classes, you may decide that you want to trade one section/class for another. To do so, you must swap the classes. You can only swap an enrolled class. Also, you remain enrolled in the first class until moved onto the waitlist for or get enrolled in the second class, after which the first class is dropped.

Swap should be used if:

- students are already enrolled in another section of the class for which they want to waitlist.
- there is a known time conflict between an already enrolled class section and the section for which they want to waitlist.
- students are already enrolled in the maximum number of units for a term and want to still get on a waitlist.

1. After logging in to CalCentral using your CalNet ID and passphrase, go to the My Academics page, and locate the Class Enrollment section on the right.

   Click the link that reads, “Explore”.

2. Click the Schedule of Classes link.

   (This will take you to the Search for Classes page, where you will search for the alternate section’s number you will need for the swap.)
3. In this example, you are currently enrolled in Chem Eng 140 (LEC: MWF 8–8:59 am; DIS W, 12–12:59 pm)
You want to enroll in a different DIS section—one that meets from 9–9:59 am—so you employ the following search criteria to find one.

4. Once you are done configuring the search criteria, click the Search button.
5. Whatever discussion sections of CHEM ENG 140 that meet the date and time criteria will be displayed in the next page. Here, we see that only one section meets the criteria. You will make a note of the section number (in this case, 11726).

6. Then click Return to Class Enrollment to make the swap. (This will take you back to the My Academics page.)
7. You then click the **Swap** link in the **Adjust** section.
8. Next, select a course from your schedule—this would be one of your already enrolled classes—(8a.), and then enter the alternate section’s class number in the **Enter Class Nbr** (8b.) text box.

9. The next step is to click the **enter** button.
10. Select the option button for the LEC section.

![CALCENTRAL screenshot](image1)

11. Then click the Next button.

12. Review the Class Preferences and new section information, clicking the **Wait list if class is full** checkbox.

You might also change your grading option or your units (if they are variable).

![CALCENTRAL screenshot](image2)

13. Then click the Next button.
14. The next step is to confirm your selection. After reviewing the sections to be switched, click the **FINISH SWAPPING** button.

15. If the swap is successful, a green status checkmark will be displayed. Click the **Return to Class Enrollment** link, which takes you back to the **My Academics** page.
16. You have successfully swapped section 11716 (W 12–12:59 am) for section 11726 (F 9–9:59 am).

Support:
For questions or assistance, please contact Campus Shared Services IT.
- Call 510-664-9000 (press option 6)
- Email: sishelp@berkeley.edu
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it