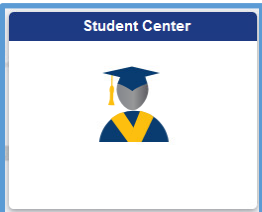
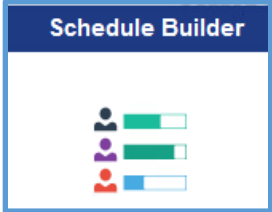
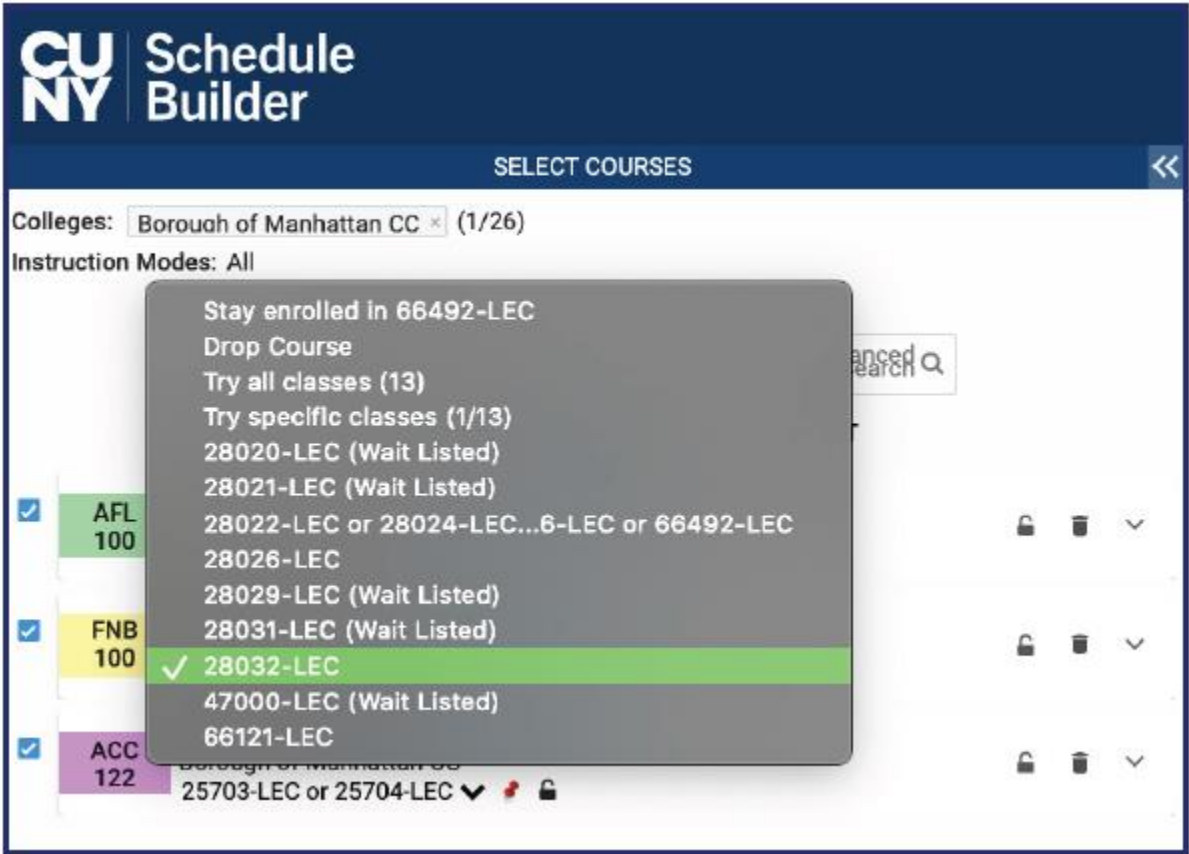


## How to Swap a Course via Schedule Builder

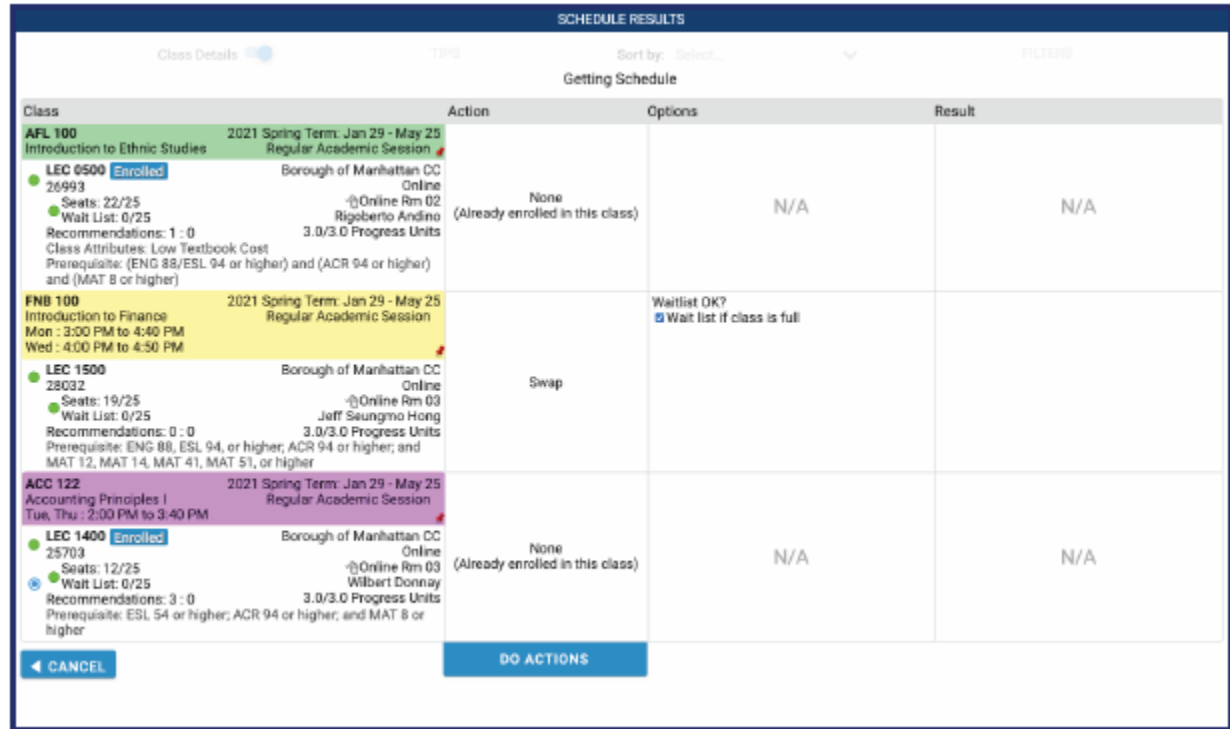
Procedure

Step	Action
1	Sign into <b>CUNYfirst</b> ( <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> ) with your CUNYfirst UserName and Password.
2	<p>a- Select <b>Student Center</b></p>  <p>b- Select <b>Schedule Builder</b></p> 
3	<p>1- Click on the dropdown beside the class number 2- Choose the section you would like to swap for</p> 

4

**Once Schedule Confirmed Click “Get Schedule” and “Do Actions”**

This is in the bottom right.



SCHEDULE RESULTS				
Class Details		TIPS	Sort by: Select...	FILTERS
Getting Schedule				
Class	Action	Options	Result	
<b>AFL 100</b> Introduction to Ethnic Studies 2021 Spring Term: Jan 29 - May 25 Regular Academic Session LEC 0500 Enrolled 26993 Seats: 22/25 Wait List: 0/25 Recommendations: 1 : 0 Class Attributes: Low Textbook Cost Prerequisite: (ENG 88/ESL 94 or higher) and (ACR 94 or higher) and (MAT 8 or higher)	Borough of Manhattan CC Online Rigoberto Andino 3.0/3.0 Progress Units	None (Already enrolled in this class)	N/A	
<b>FNB 100</b> Introduction to Finance Mon : 3:00 PM to 4:40 PM Wed : 4:00 PM to 4:50 PM 2021 Spring Term: Jan 29 - May 25 Regular Academic Session LEC 1500 28032 Seats: 19/25 Wait List: 0/25 Recommendations: 0 : 0 Prerequisite: ENG 88, ESL 94, or higher; ACR 94 or higher; and MAT 12, MAT 14, MAT 41, MAT 51, or higher	Borough of Manhattan CC Online Jeff Seungmo Hong 3.0/3.0 Progress Units	Swap	Waitlist OK? <input checked="" type="checkbox"/> Wait list if class is full	
<b>ACC 122</b> Accounting Principles I Tue, Thu : 2:00 PM to 3:40 PM 2021 Spring Term: Jan 29 - May 25 Regular Academic Session LEC 1400 Enrolled 25703 Seats: 12/25 Wait List: 0/25 Recommendations: 3 : 0 Prerequisite: ESL 54 or higher; ACR 94 or higher; and MAT 8 or higher	Borough of Manhattan CC Online Wilbert Donnay 3.0/3.0 Progress Units	None (Already enrolled in this class)	N/A	

Then click “Do Actions” at the bottom of the page:

