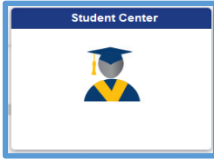
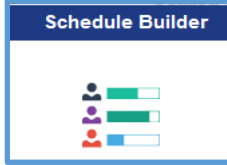
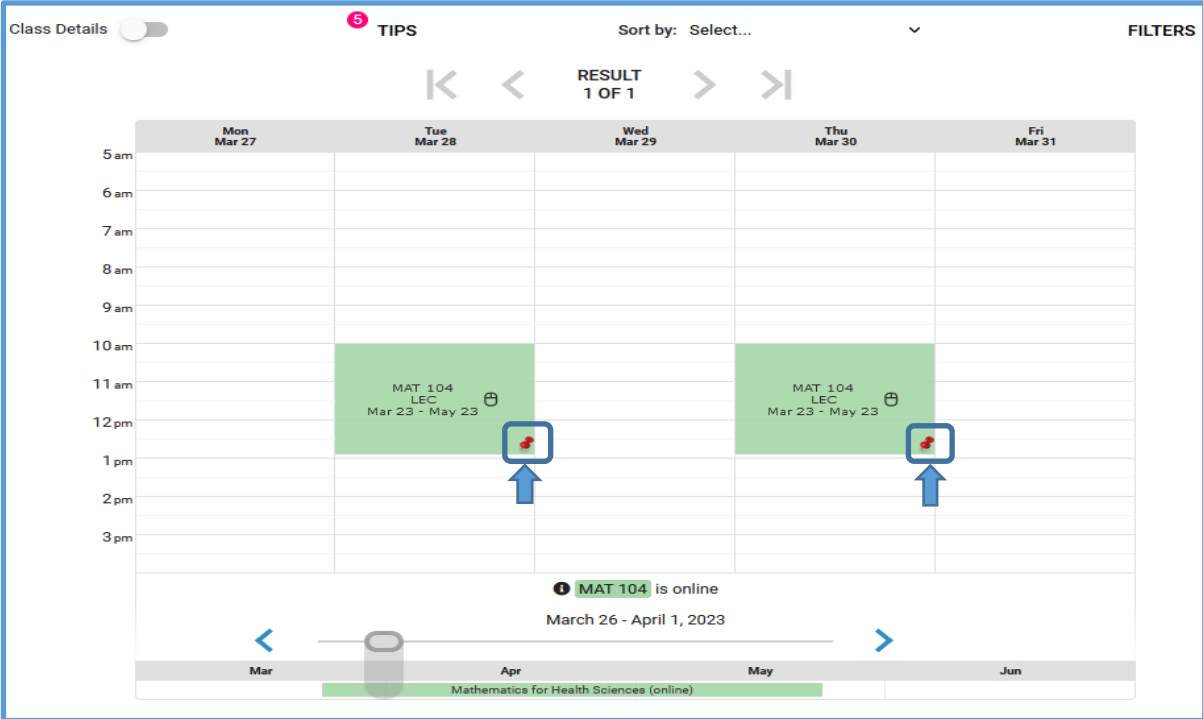
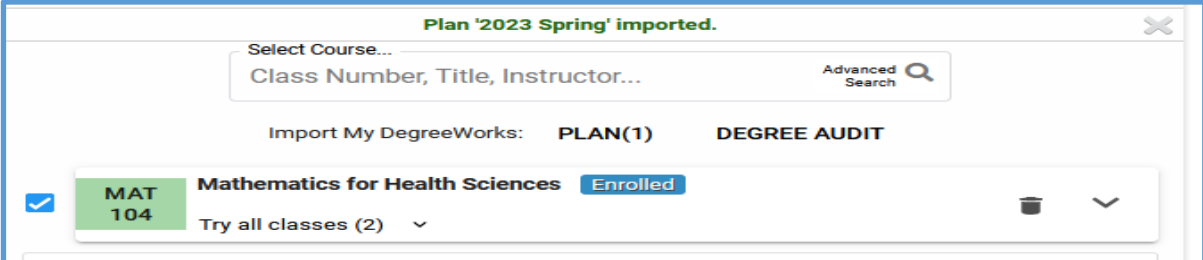


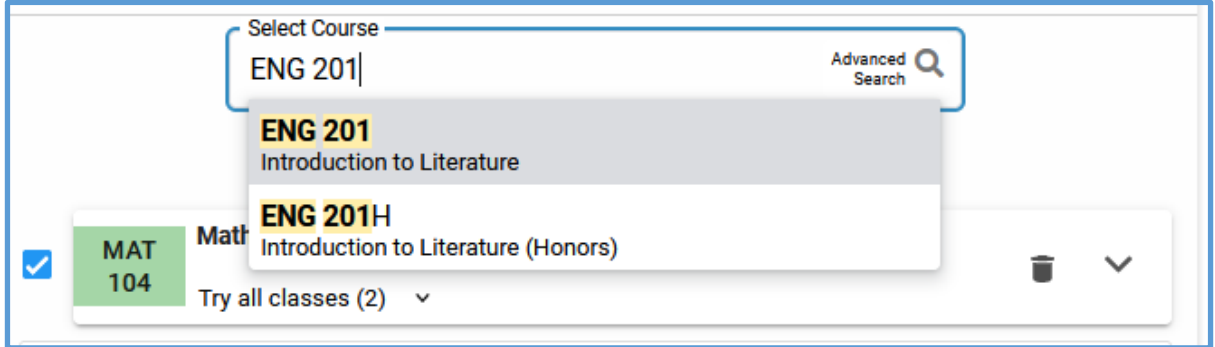
How to Swap a Class via Schedule Builder

Procedure

| Step | Action |
|------|--|
| 1 | Sign into CUNYfirst (https://home.cunyfirst.cuny.edu) with your CUNYfirst UserName and Password. |
| 2 | <div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <p>a- Select Student Center</p>  </div> <div style="width: 45%;"> <p>b- Select Schedule Builder</p>  </div> </div> |
| 3 | <p>On the calendar schedule view, unpin the class you wish to swap from the calendar, by selecting the class</p>   |

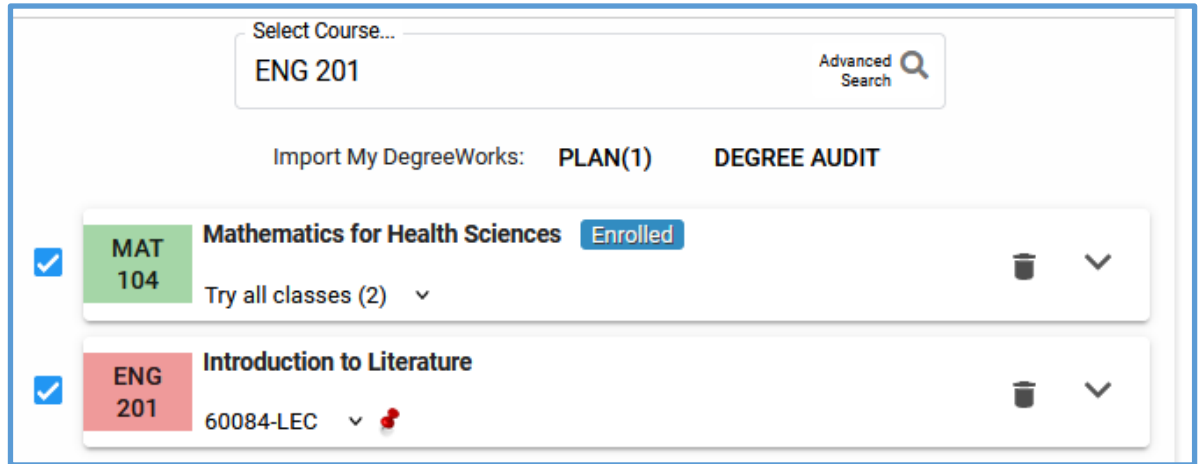
4

1- Search for the new class you want (Ex: ENG 201)



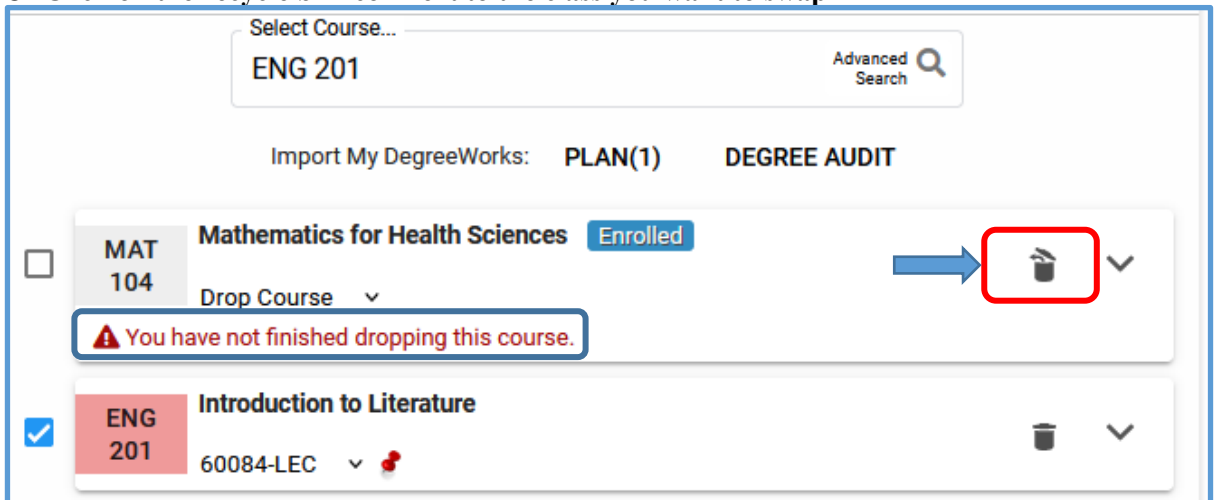
The screenshot shows a search interface with a search bar containing "ENG 201". A dropdown menu is open, showing two results: "ENG 201 Introduction to Literature" and "ENG 201H Introduction to Literature (Honors)". Below the search bar, there is a checked checkbox next to "MAT 104" and the text "Try all classes (2)".

2-The Course ENG 201 was selected



The screenshot shows the course selection interface. The search bar contains "ENG 201". Below the search bar, there are two tabs: "PLAN(1)" and "DEGREE AUDIT". There are two course entries: "MAT 104 Mathematics for Health Sciences" with a checked checkbox and an "Enrolled" status, and "ENG 201 Introduction to Literature" with a checked checkbox and a "60084-LEC" status.

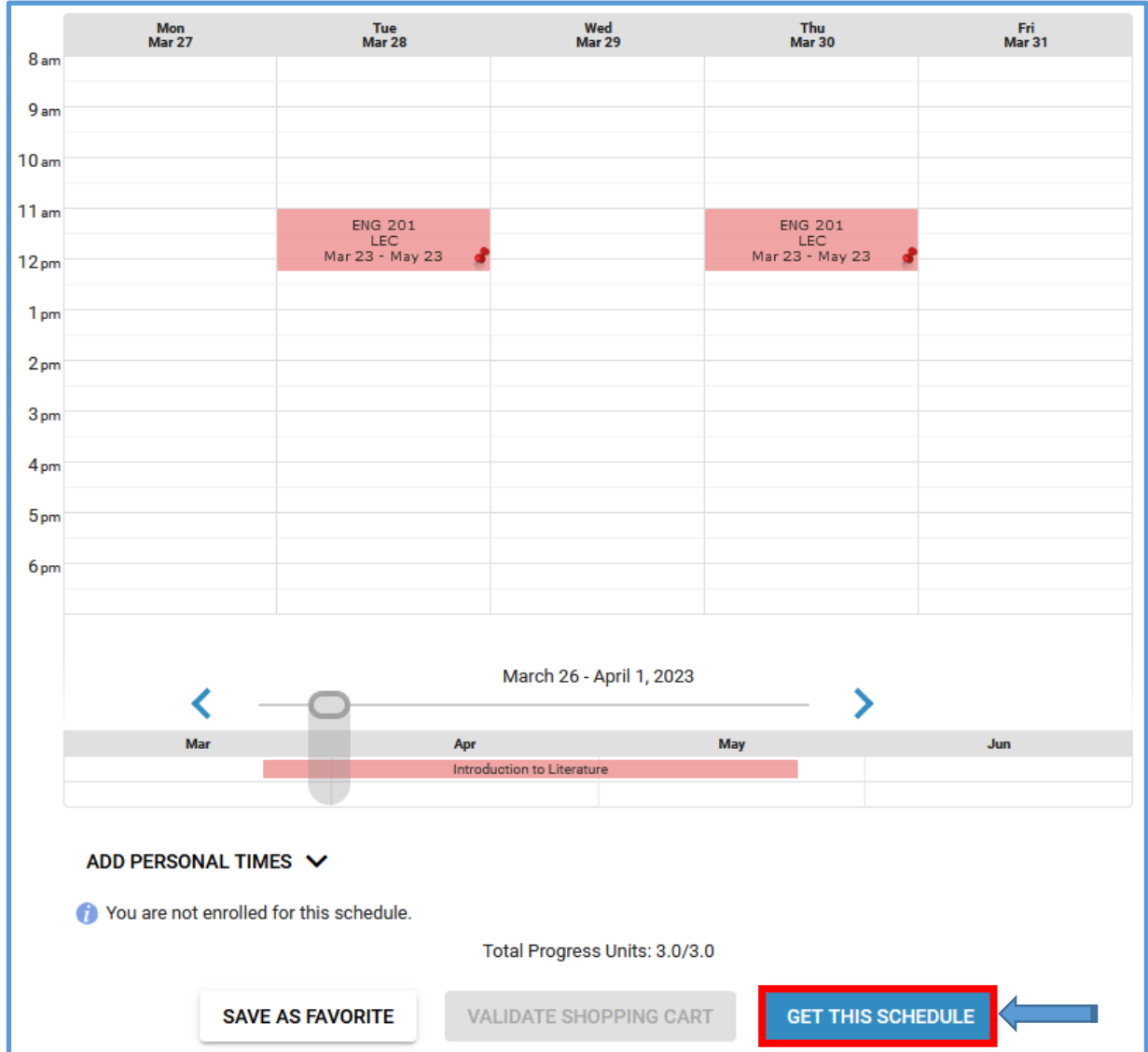
3- Click on the recycle bin icon next to the class you want to swap



The screenshot shows the course swap interface. The search bar contains "ENG 201". Below the search bar, there are two tabs: "PLAN(1)" and "DEGREE AUDIT". There are two course entries: "MAT 104 Mathematics for Health Sciences" with an unchecked checkbox and a "Drop Course" status, and "ENG 201 Introduction to Literature" with a checked checkbox and a "60084-LEC" status. A red box highlights the recycle bin icon next to the "MAT 104" entry, with a blue arrow pointing to it. A warning message is displayed: "⚠ You have not finished dropping this course."

4

To officially swap your class, select **“GET THIS SCHEDULE”**



The screenshot displays a course schedule interface. At the top, a grid shows days of the week (Mon Mar 27 to Fri Mar 31) and times (8 am to 6 pm). Two red boxes indicate class times: 'ENG 201 LEC Mar 23 - May 23' on Tuesday, March 28, and 'ENG 201 LEC Mar 23 - May 23' on Thursday, March 30. Below the grid is a navigation bar for the month of March, with a slider set to 'March 26 - April 1, 2023'. A red bar highlights the course 'Introduction to Literature' in the month of April. At the bottom, there are three buttons: 'SAVE AS FAVORITE', 'VALIDATE SHOPPING CART', and 'GET THIS SCHEDULE'. The 'GET THIS SCHEDULE' button is highlighted with a red border and a blue arrow pointing to it from the right. Above the buttons, there is a message: 'ADD PERSONAL TIMES' with a dropdown arrow, and an information icon with the text 'You are not enrolled for this schedule.' and 'Total Progress Units: 3.0/3.0'.

5

- a- Make sure the previous class to swap with has “Drop” and the new class has drop down that indicates “Enroll”
- b- Then select “DO ACTIONS” button to finalize the class swap

Getting Schedule

| Class | Action | Options |
|--|---|--|
| <p>MAT 104 2023 Spring Term: Mar 23 - May 23 Mathematics for Health Sciences Eight Week - Second Tue, Thu : 10:00 AM to 12:55 PM</p> <p>● LEC B100 Enrolled 57160 Seats: 23/25 Wait List: 0/4</p> <p>Course Attributes: Math & Quantitative Reasoning Prerequisite: ESL 54 or higher and MAT 12, MAT 51, or higherNon-Degree Students must seek approval from Math Department in Room N599</p> | <div style="border: 1px solid red; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Drop* *Swapping for ENG 201</div> <div style="font-size: 2em; color: blue; margin: 10px auto;">↕</div> <div style="border: 1px solid red; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Enroll ▾</div> | <p>N/A</p> |
| <p>ENG 201 2023 Spring Term: Mar 23 - May 23 Introduction to Literature Eight Week - Second Tue, Thu : 11:00 AM to 12:15 PM</p> <p>● LEC B500 60084 Seats: 16/25 Wait List: 0/4</p> <p>Course Attributes: Introduction to Literature Prerequisite: ENG 101 or ENG 100.5Non-Degree Students must seek approval from English Department in Room N751.</p> | <div style="border: 1px solid red; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Enroll ▾</div> | <p>Waitlist OK? <input checked="" type="checkbox"/> Wait list if class is full</p> |
| <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 5px; display: flex; align-items: center;"> ← CANCEL </div> <div style="font-size: 2em; color: blue;">→</div> <div style="background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 5px; display: flex; align-items: center;"> DO ACTIONS </div> </div> | | |

6 The class has been swapped. See confirmation.

| Class | Action | Options | Result |
|---|--------------------------------|--|--|
| MAT 104 2023 Spring Term: Mar 23 - May 23 Mathematics for Health Sciences Eight Week - Second Tue, Thu : 10:00 AM to 12:55 PM ● LEC B100 Enrolled Borough of Manhattan CC 57160 Online Synchronous ● Seats: 23/25 Online-Synchronous ● Wait List: 0/4 Staff 3.0/3.0 Progress Units Course Attributes: Math & Quantitative Reasoning Prerequisite: ESL 54 or higher and MAT 12, MAT 51, or higherNon-Degree Students must seek approval from Math Department in Room N599 | Drop* *Swapping for ENG 201 | N/A | N/A |
| ENG 201 2023 Spring Term: Mar 23 - May 23 Introduction to Literature Eight Week - Second Tue, Thu : 11:00 AM to 12:15 PM ● LEC B500 Borough of Manhattan CC 60084 Hybrid Asynchronous ● Seats: 16/25 Tue, Thu : 11:00 AM to 12:15 PM ● Wait List: 0/4 Staff: Benjamin Morduchowitz 3.0/3.0 Progress Units Course Attributes: Introduction to Literature Prerequisite: ENG 101 or ENG 100.5 Non-Degree Students must seek approval from English Department in Room N751. | Enroll | Waitlist OK? <input checked="" type="checkbox"/> Wait list if class is full | Swapped Success - This class is added to your schedule |

[RETURN TO 'SELECT COURSES'](#)

7 Your schedule is now updated!

Select Course... Advanced Search 🔍

ENG201

Import My DegreeWorks: **PLAN(1)** **DEGREE AUDIT**

| | | | | |
|-------------------------------------|----------------|-----------------------------------|-----------------------|---|
| <input checked="" type="checkbox"/> | ENG 201 | Introduction to Literature | Enrolled | <input type="checkbox"/> <input type="checkbox"/> |
| | 60084-LEC | ▼ | 🔴 | |