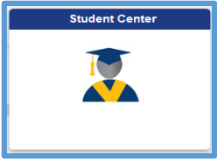
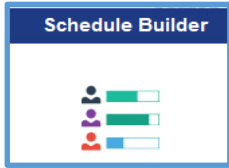
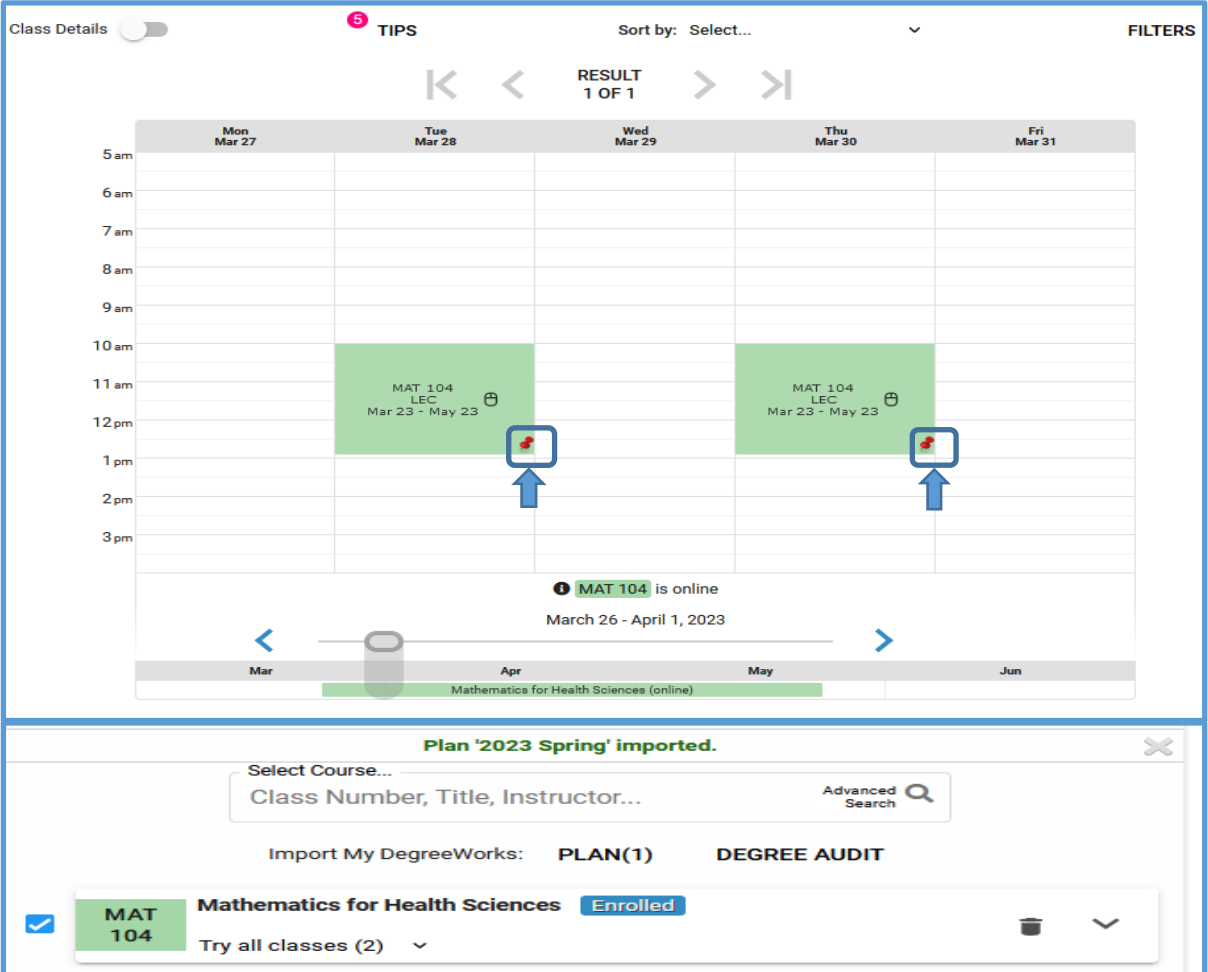


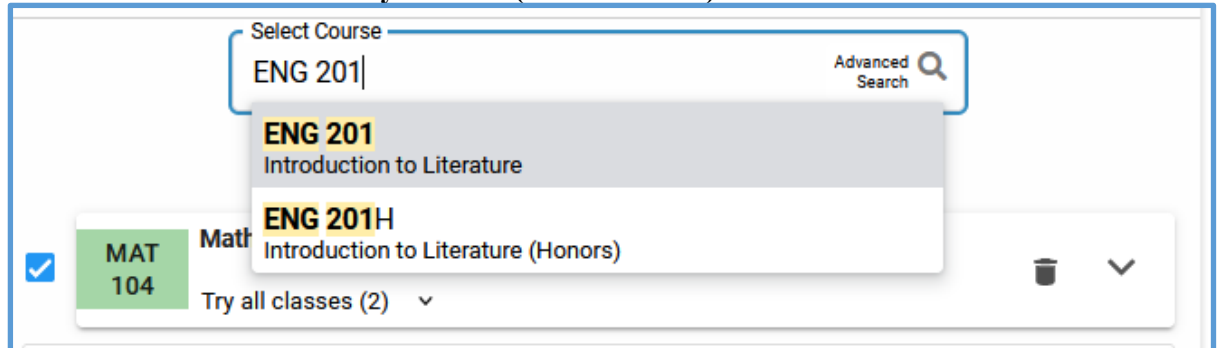
How to Swap a Class via Schedule Builder

Procedure

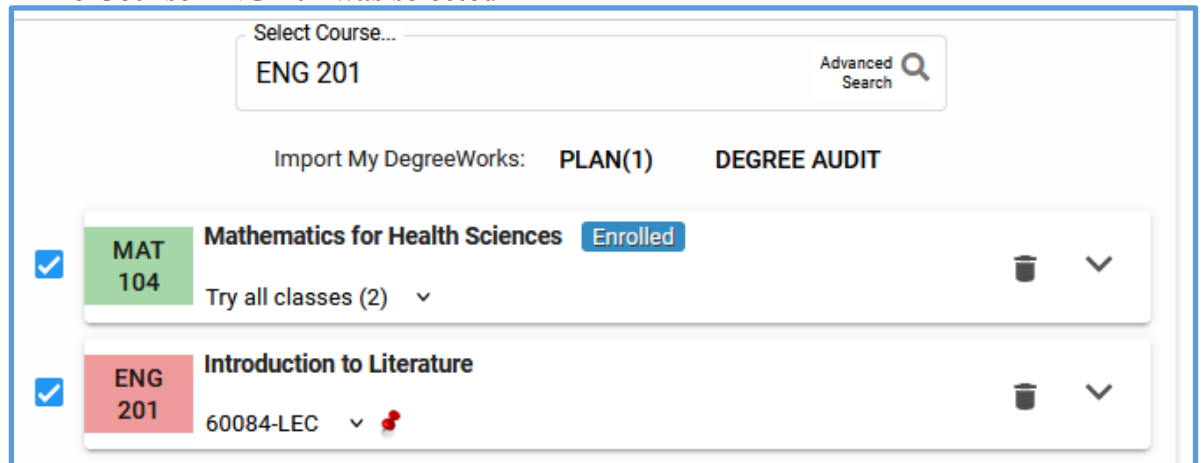
Step	Action
1	Sign into CUNYfirst (https://home.cunyfirst.cuny.edu) with your CUNYfirst UserName and Password.
2	<div> <div>a- Select Student Center</div> <div>  </div> </div> <div> <div>b- Select Schedule Builder</div> <div>  </div> </div>
3	<p>On the calendar schedule view, unpin the class you wish to swap from the calendar, by selecting the class</p> 

4

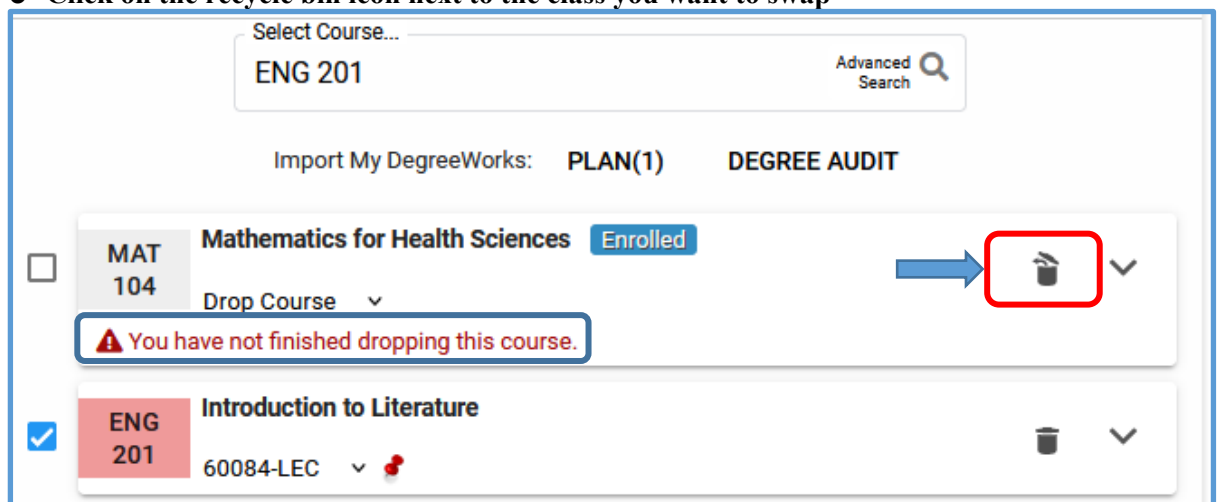
1- Search for the new class you want (Ex: ENG 201)



2-The Course ENG 201 was selected

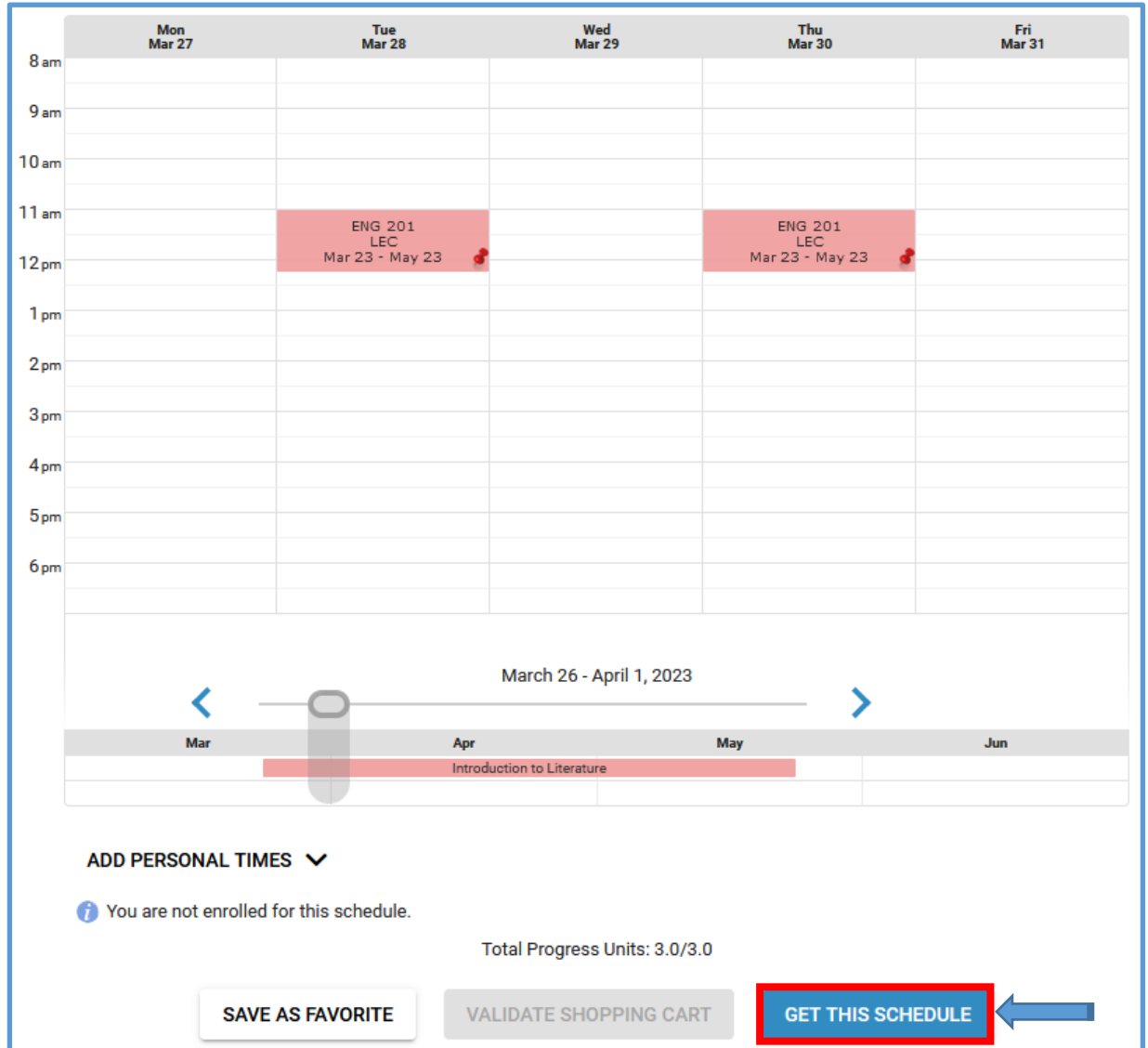


3- Click on the recycle bin icon next to the class you want to swap



4

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



The screenshot displays a course schedule interface. At the top, a weekly grid shows the schedule for the week of March 27 to March 31. The grid has columns for each day and rows for time slots from 8 am to 6 pm. Two red blocks represent the course 'ENG 201 LEC' for the period 'Mar 23 - May 23', one on Tuesday and one on Thursday. Below the weekly grid is a monthly overview for March 26 to April 1, 2023. It shows a red bar for 'Introduction to Literature' spanning from late March into early 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. Above the buttons, there is a message: 'ADD PERSONAL TIMES' with a dropdown arrow, and a note: 'You are not enrolled for this schedule.' The total progress units are shown as 'Total Progress Units: 3.0/3.0'.

	Mon Mar 27	Tue Mar 28	Wed Mar 29	Thu Mar 30	Fri Mar 31
8 am					
9 am					
10 am					
11 am					
12 pm		ENG 201 LEC Mar 23 - May 23		ENG 201 LEC Mar 23 - May 23	
1 pm					
2 pm					
3 pm					
4 pm					
5 pm					
6 pm					

March 26 - April 1, 2023

Mar Apr May Jun

Introduction to Literature

ADD PERSONAL TIMES ▼

i You are not enrolled for this schedule.

Total Progress Units: 3.0/3.0

SAVE AS FAVORITE VALIDATE SHOPPING CART **GET THIS SCHEDULE**

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

◀ CANCEL

▶ DO ACTIONS

:

Tuition and Fee Agreement

Before completing any enrollment actions (add, drop, or swap), the following user agreement will show. There will be the option to acknowledge ‘I,agree. to the terms via the provided link (<https://www.cuny.edu/about/administration/offices/legal-affairs/university-tuition-fee-manual/v-student-liability/#general-policies>) in order to proceed with enrollment or can select ‘Cancel’ to return to the schedule results page without enrolling.

University Tuition & Fee Agreement

By clicking I AGREE, you request the course enrollment selected, agree to the tuition, fee and other terms of CUNY's Tuition and Fee Manual (TFM) and confirm receipt of the TFM from <https://www.cuny.edu/about/administration/offices/legal-affairs/university-tuition-fee-manual/v-student-liability/#general-policies>

To exit without adding these courses or agreeing to the terms of the TFM, click CANCEL.

I AGREE

CANCEL

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 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 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 100.5Non-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...
 ENG201

Advanced Search

Import My DegreeWorks: PLAN(1) DEGREE AUDIT

☒ **ENG 201** Introduction to Literature **Enrolled** 60084-LEC