Swap a Class
With PeopleSoft Student Center

Overview
Students can self-enroll using the PeopleSoft Student Center, which provides online access to add, drop, and edit
class enrollments.
This document explains how to use the swap tool to drop one class and replace it with (add) another using your
Student Center.

Are You Prepared to Self-Enroll?
Students must complete the following steps before they can self-enroll:
1. Log in to your Student Center through the my.pitt.edu Web portal
2. View details about your enrollment appointment
3. Meet with your academic advisor
For details, refer to the help sheet: Preparing for Self-Enrollment, available in My Pitt (my.pitt.edu).

Access Your Student Center
Log in to My Pitt with your University Computing Account username and password. Next, click the Student
Center pass-through link to your right. Next, click Self Service and then click Student Center. Your Student
Center information will be displayed.
Swap a Class

Once you have enrolled in a class, you will need to use the following steps to swap another class for it.

1. Click the arrow to the right of other academic…to expand the drop-down list.
   Select Enrollment: Swap, and click >>.

2. Select the term in which you would like to swap a class and click Continue.

3. Select the class you would like to drop from the Swap This Class drop-down list.

4. Under With This Class:
   a. Click Search to find a class number for the selected term using the Class Search tool. For more information, refer to the Searching for Classes and Course Information Online help sheet posted on the Student Center – Learn More page in My Pitt.
   b. Click the down arrow to the right of Select From Shopping Cart to select a class already in your cart. This list is only populated if classes are stored in your enrollment shopping cart.
   c. Enter the class number, and then click Enter.

Note: When you drop a class with an associated lab or recitation, that related class will be dropped when you process the lecture drop. To swap only a related class, add and drop the same lecture class but select an alternate lab or recitation on the next page.
5. Depending on how the class is set up, Enrollment Preferences may include options to enter a **permission number** or select a **grading** option, **units** (credits) option, and/or select an independent study **instructor**.

<table>
<thead>
<tr>
<th>Permission number</th>
<th>If permission is required, enter the Class permission number. Class permission is required to enroll in any class that is outside a student’s career of study, is closed, requires a requisite the student does not meet, or requires department/instructor consent.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading</td>
<td>If the class has a grade option available, then you may select your option using the drop-down menu. <strong>This should only be done after consulting with your advisor.</strong></td>
</tr>
<tr>
<td>Units</td>
<td>If this is a variable credit class, select the number of credits using the drop-down menu. <strong>Determine the appropriate credits with your class instructor.</strong></td>
</tr>
<tr>
<td>Instructor</td>
<td>If multiple instructors are available, select your instructor from the drop-down menu.</td>
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6. Click **Next** to add the class to your enrollment shopping cart.

7. Review the information on the **Confirm your selection** screen, comparing the class you are dropping (or replacing) with the new class you are adding.

8. Click **Finish Swapping** to swap the selected classes.

![Swap a Class](image)

9. On the **View results** page, a green checkmark displays next to the class that was dropped.
Return to Your Student Center

Use the Go To options list at the top right or bottom left of any details page to return to your Student Center. Click the drop-down menu to select Student Center, then click the double arrows (>>).

Removing Unused Classes from Your Shopping Cart

While you are adding classes to your shopping cart, you can remove a class from your cart at any time by clicking the trashcan icon. Refer to the document Add a Class Using PeopleSoft Student Center for details.

Need Help?

If you experience any trouble enrolling online, visit your local Office of the Registrar during normal business hours. You can also refer to the interactive demonstration (iDemo) video that is posted in My Pitt. Click Learn More just below the Student Center link on your portal home page. For technical assistance, contact the Technology Help Desk at 412 624-HELP [4357].