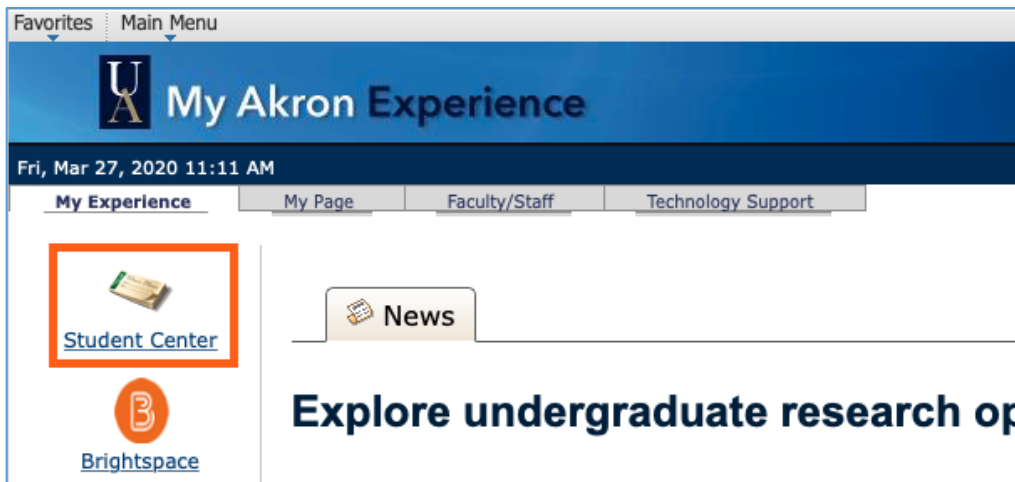




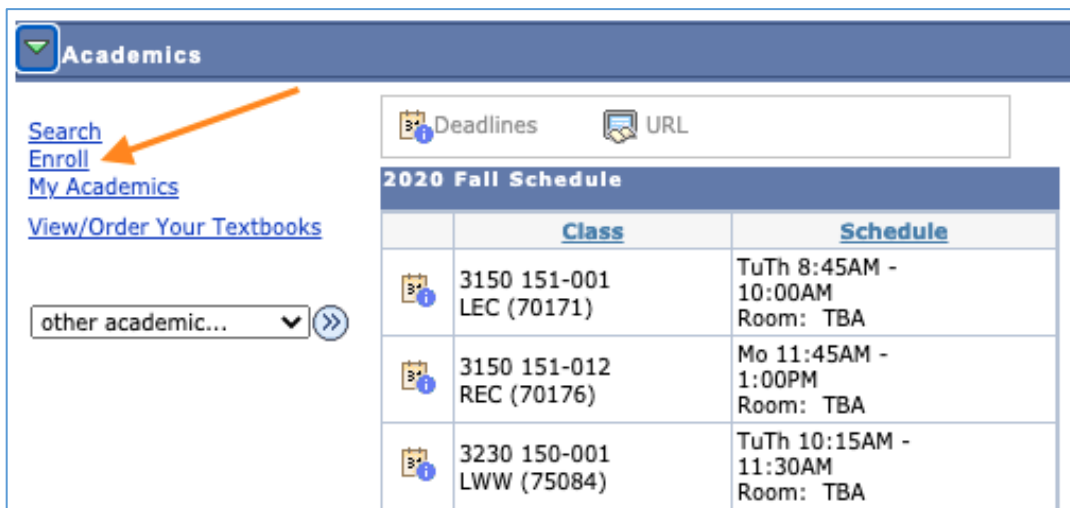
The Swap feature in My Akron allows you to change a class that you are currently enrolled in for another class that you would like to enroll in instead. If for some reason you are not able to enroll in the new class – because the class is full, you do not meet the prerequisites, etc. – you will not lose your spot in the original class.

Using Swap in My Akron

1. Log in to [My Akron](#) with your UAnet ID and password.
2. Navigate to **Student Center**.



3. Click **Enroll**.





- Click the **Swap** tab.

Search	Enroll	My Academics
my class schedule add	drop swap	edit term information

- Select the desired term and career.
- Click **Continue**.

Swap a Class 1 2 3

Select Term

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	2020 Summer	Undergraduate	The University of Akron
<input checked="" type="radio"/>	2020 Fall	Undergraduate	The University of Akron

CONTINUE



- Choose the class from your schedule you would like to swap from the dropdown menu.
- Click **Search**.

Swap a Class

1
2
3

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

2020 Fall | Undergraduate | The University of Akron change term

Swap This Class

Select from your schedule 3230 150: Human Cultures ▼

With This Class

Search for Class Class Search ▼ search

----- OR -----

Enter Class Nbr enter

- Use the Class Search to locate the new class.
- Once you have found the class you would like, click **Select**.
Note: If you select a class that has a lab, recitation, or other secondary component attached, you will be prompted to select that as well.

24 class section(s) found

▼ 3230 150 - Human Cultures

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Rq Designation	Textbook	Units	Total Enrolled	Fits In Schedule	Status	
75084	001-LWW Regular	TuTh 10:15AM - 11:30AM	TBA	Staff	08/24/2020 - 12/06/2020		Textbook	3	1	✗	●	select
73936	003-LWW Regular	TuTh 2:45PM - 4:00PM	TBA	Staff	08/24/2020 - 12/06/2020		Textbook	3	0	✓	●	select
75082	004-LWW Regular	TuTh 8:45AM - 10:00AM	TBA	Staff	08/24/2020 - 12/06/2020		Textbook	3	0	✗	●	select
75081	005-LWW Regular	MoWe 8:45AM - 10:00AM	TBA	Staff	08/24/2020 - 12/06/2020		Textbook	3	0	✓	●	select



11. Enter a **Permission Nbr** if necessary.
12. Click **Next**.

Swap a Class

1
2
3

1. Select a class to swap - Enrollment Preference

2020 Fall | Undergraduate | The University of Akron

3230 150 - Human Cultures

Class Preferences

3230 150-003 **lec or
www** ● **Open**

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- General Education Tier 2 - Social Science
- General Education Tier 3 - Global Diversity

Wait List Wait list if class is full

Permission Nbr

Grading ABC/NC Grading

Units 3.00

CANCEL
NEXT

✔ Fits

Section	Component	Days & Times	Room	Instructor	Start/End Date
003	lec or www	TuTh 2:45PM - 4:00PM	TBA	Staff	08/24/2020 - 12/06/2020



13. Confirm your selections are correct. If so, click **Finish Swapping**.

Swap a Class 1 2 3

2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

2020 Fall | Undergraduate | The University of Akron

▼ You are replacing this class

✔ Enrolled ⊗ Dropped ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
3230 150-001 (75084)	Human Cultures (lec or www)	TuTh 10:15AM - 11:30AM	TBA	Staff	3.00	✔

▼ With this class

Fits in Your Schedule ● Open ■ Closed ▲ Wait List
✔ Fits ✘ Conflict

Class	Description	Days/Times	Room	Instructor	Units	Status
3230 150-003 (73936)	Human Cultures (lec or www)	TuTh 2:45PM - 4:00PM	TBA	Staff	3.00	●

CANCEL FINISH SWAPPING



14. Review the results, then click **My Class Schedule**.

Note: If the swap was not successful, the original class should still appear in your class schedule.

Swap a Class

1 2 3

3. View results

View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.

2020 Fall | Undergraduate | The University of Akron

✔ Success: Classes were swapped ✘ Error: Unable to swap class

Class	Message	Status
Swap 3230 150 with 3230 150	Success: This class has been replaced.	✔

My CLASS SCHEDULE