Swapping Classes

After you have enrolled, you might still change your mind about a class. Swapping a class allows you to switch from a class you’ve already enrolled in to a new class. The benefit of this function, however, is that you won’t lose your spot in the current class if the new class is full or has a Wait List.

Swaps are especially helpful when:

- You want to switch from one section of a class to another
- You are at the maximum number of credit hours for the term
- You want to maintain full-time status (12 credits)
- You want to add yourself to the wait list for a class, but don’t want to lose your current position in another class until you get in.

Note: to swap to a wait list, you must not already be on the wait list for the desired class

1. Log in to SIS [http://sis.rit.edu](http://sis.rit.edu)

2. Click

3. Click on in the left navigation bar

4. Select the term that you’d like to swap classes

5. Select the class from your enrollment that you would like to swap out of

6. Select the what course you would like to use to replace the currently enrolled class. You can choose the class through the following choices:

   - **Search for Class:** proceed to the class search process to replace the enrolled class
   - **Shopping Cart:** select an existing class from your shopping cart to replace the enrolled class
   - **Class Number:** If you know the class number of the replacement class, enter it here to proceed

7. Click the button (regardless of what method you choose). This will take you to class search or the final step of the swap

8. Click the button to complete the swap process