Swapping Classes Instructions

**Step 1** Sign into MyOHIO using your OHIO ID and password.

**Click on the Academics tab to:**

**Step 2** Click on the arrow to the right of other academic…to expand drop down list. Select Enrollment: Swap and click >>.

**Step 3** Select the term in which you would like to swap a class and click Continue.

![Select Term](image)

**Step 4** Select the class you would like to drop from the Swap This Class drop-down list.

**Step 5** Under With This Class:

Click **Search** to find a class number for the selected term using the Class Search tool OR
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 OR
Enter the class number, and then click **Enter**.
Step 6 Special Swap Circumstances

When swapping a lab, recitation, or discussion section for a single lecture course, the swap is for the lab, recitation, discussion section from and to. You will remain enrolled in the lecture section, even if the lecture section is currently closed.

To swap a lab, recitation, or discussion, under swap “with,” select another lab, recitation, or discussion section, then select the lecture section on the related components page. If you select the same lecture that you are currently enrolled in, your enrollment will remain, even if section is closed.

To swap a lecture section, under swap “with,” select another lecture section, then select the lab, recitation, or discussion section on the related components page. If you select the same lab, recitation, or discussion that you are currently enrolled in, your enrollment will remain, even if section is closed.

To swap both lecture and lab, recitation, or discussion sections, under swap “with,” select either the lecture or lab, recitation, discussion section, then select the other component section on the related component page.

Step 7 Confirm your classes.

Review the classes listed to ensure those are the classes for which you want to register.

Step 8 Finish Swapping

Click on Finish Swapping to process your swap request. To exit without swapping classes, click Cancel.

Step 9 View results and make appropriate changes if necessary.

For each class, you will see a status that indicates if you successfully added or if there is an error.

If you see Error: unable to add class, review the message to find out why.

Click My Class Schedule to view your schedule or click Add Another Class to add another class to your schedule.

If you have questions about the registration process, please call 740.593.4495, or email registration@ohio.edu. If you have technical questions about the system or the Web page is not working, please call 740.593.1222 or email servicedesk@ohio.edu.