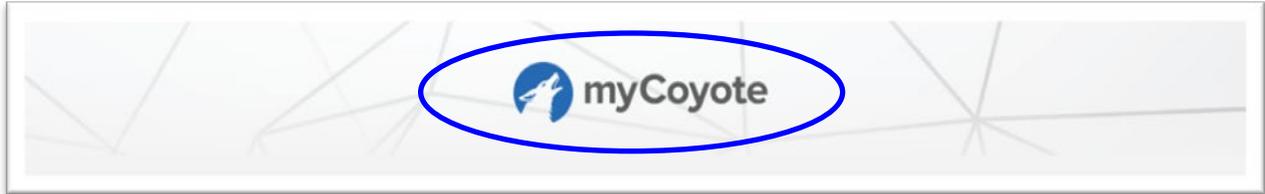
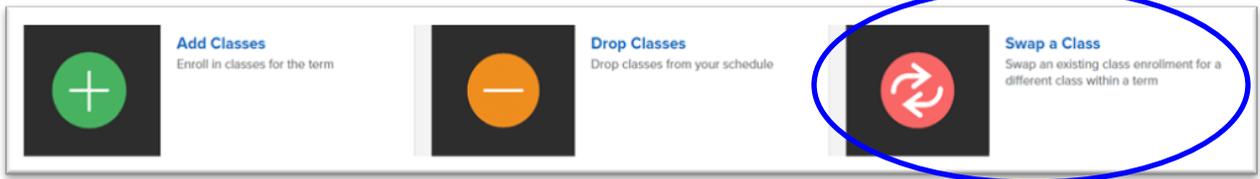


How to Swap Classes

1. Navigate to **myCoyote**.



2. Select **Swap a Class** tile.



3. Select Term



Note: The instructions for this page are broken into separate sections below.

The screenshot shows the top navigation bar with the CSUSB logo. Below it is a breadcrumb trail: "Swap a Class > Select a class to swap > Fall 2023". On the right side, there are buttons for "Change Term" and "Menu". A "View Full Site" button is located on the left. A progress bar indicates three steps: "1 SELECT" (highlighted in blue), "2 CONFIRM", and "3 FINISH". The main content area is divided into two columns. The left column, titled "Swap This Class", contains a dropdown menu labeled "*Swap This Class" with the selected option "ES 1000: INTRODUCTION TO ETHNIC STUDIES". The right column, titled "With This Class", contains a search section with a "Search for Class" label, a "Class Search" dropdown, a "Search" button, and an "Enter Class Nbr" label with an input field and an "Enter" button.

4. **Swap This Class** - use dropdown to select the class that you wish to drop if another is available.

This screenshot is a zoomed-in view of the "Swap This Class" section from the previous image. It shows the breadcrumb trail "Swap a Class > Select a class to swap > Fall 2023" and the "View Full Site" button. The progress bar highlights the "1 SELECT" step. The "Swap This Class" section is the primary focus, showing the "*Swap This Class" dropdown menu with the text "ECON 2202: PRINCIPLES OF MACROECONOMICS" and a downward arrow. A blue circle is drawn around the dropdown arrow to highlight it.

5. **With This Class** - select Search to select another class in which to enroll.

The screenshot shows a navigation bar with '2 CONFIRM' and '3 FINISH' steps. Below, the 'With This Class' section contains two rows. The first row is labeled 'Search for Class' and has a text input field with 'Class Search' and a dropdown arrow. A blue circle highlights the dropdown arrow and a green 'Search' button to its right. The second row is labeled 'Enter Class Nbr' and has an empty text input field and a green 'Enter' button.

6. **Subject** – use dropdown menu to select subject

7. **Course Number** – enter course number

8. **Select Search**

The screenshot shows a search criteria form. At the top, it says 'Swap a Class > Enter Search Criteria' and has a 'Return To Swap A Class' button. Below is a 'View Full Site' button and a 'Menu' button. A progress bar shows '1 SELECT' as the active step, followed by '2 CONFIRM' and '3 FINISH'. A message says 'Select at least 2 search criteria. Select Search to view your search results.' The form has sections for 'Class Search' and 'Additional Search Criteria'. Under 'Class Search', there are dropdowns for 'Subject' (Economics), 'Course Number' (is exactly 2000), and 'Course Career' (Select). There are checkboxes for 'Show Open Classes Only' (checked) and 'Open Entry/Exit Classes Only'. At the bottom right, there are 'Clear' and 'Search' buttons, with 'Search' highlighted by a blue circle.

9. Open class sections to view available class options.

The screenshot shows search results. At the top is a 'View Full Site' button. A message says 'The following classes match your search criteria Course Subject: **Economics**, Course Number is exactly '2000', Show Open Classes Only: **Yes**'. Below are icons for 'OPEN' (green check), 'CLOSED' (red X), and 'WAIT LIST' (orange clock). It says '4 class section(s) found'. A list item shows 'ECON 2000 - The Economy: Problems and Perspectives' with a dropdown arrow highlighted by a blue circle. At the bottom are 'Modify Search' and 'New Search' buttons.

10. Select the section for which you wish to enroll.

OPEN CLOSED WAIT LIST

4 class section(s) found

ECON 2000 - The Economy: Problems and Perspectives

	CLASS	SECTION	DAYS & TIMES	ROOM	INSTRUCTOR	MEETING DATES	STATUS
Select	80120	01-LEC Regular	TuTh 9:00AM - 10:15AM	Center Global Innovation 210	To be Announced	08/24/2023 - 12/09/2023	✔
Select	84040	05-LEC Regular	TuTh 1:00PM - 2:15PM	Social and Behavioral Sci 129	To be Announced	08/24/2023 - 12/09/2023	✔
Select	84041	60-LEC Regular	Mo 9:00AM - 10:15AM TBA	Center Global Innovation 218 ONLINE	Yasemin Dildar To be Announced	08/24/2023 - 12/09/2023 08/24/2023 - 12/09/2023	✔
Select	80641	62-LEC Regular	TBA	ONLINE	To be Announced	08/24/2023 - 12/09/2023	✔

Modify Search New Search

11. Read note. If the note does not appear, skip to step 13.

12. Select OK.

REMEMBER!

To graduate in 4 years, a student needs to complete 15 units per semester or the equivalent quarter units (30 units per academic year).

If you are receiving a Cal Grant the award is limited to four academic years. Depending on your education level, Cal Grant eligibility may be less than four academic years. Consult the financial aid office if you have questions about your Cal Grant award.

(30303, 51)

OK

13. Select Next

Swap a Class > Select a class to swap - Enrollment Preferences > Fall 2023 > ECON 2000 - ECONOMY: PROBS & PERSPECTIVES Return

Menu

View Full Site

1 SELECT 2 CONFIRM 3 FINISH

Class Preferences

Enrollment Information

ECON 2000-62

Component Lecture
Status Open

Session Regular Academic Session
Career Undergraduate

- Social Sciences Discipline Perspectives
 - Wait list if class is full

Grading Graded
Units 3.00

SECTION	COMPONENT	DAYS & TIMES	ROOM	INSTRUCTOR	START/END DATE
62	Lecture	TBA	ONLINE	To be Announced	08/24/2023 - 12/09/2023

Class Notes

Class Notes
Online class section. Some campus meetings may be required for orientation, mid-term, final exam. No instructional face-to-face meetings.

Cancel Next

14. Select Finish Swapping

Swap a Class > Confirm your selection > Fall 2023 Return

Menu

View Full Site

1 SELECT 2 CONFIRM 3 FINISH

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

You are replacing this class

ENROLLED DROPPED WAIT LISTED

CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
ECON 2202-01 (80127)	PRINCIPLES OF MACROECONOMICS (Lecture)	MoWe 10:30AM - 11:45AM	Chaparral Hall 116	M. Hayes	3.00	<input checked="" type="checkbox"/>

With this class

OPEN CLOSED WAIT LIST

CLASS	DESCRIPTION	DAYS/TIMES	ROOM	INSTRUCTOR	UNITS	STATUS
ECON 2000-62 (80641)	ECONOMY: PROBS & PERSPECTIVES (Lecture)	TBA	ONLINE	To be Announced	3.00	<input checked="" type="checkbox"/>

Cancel Finish Swapping

15. View results of your swap request.

Swap a Class > View results > Fall 2023 Return

Menu

View Full Site

1 SELECT → 2 CONFIRM → 3 FINISH

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

^ Success

SWAP ECON 2202 WITH ECON 2000
Success: This class has been replaced.

My Class Schedule