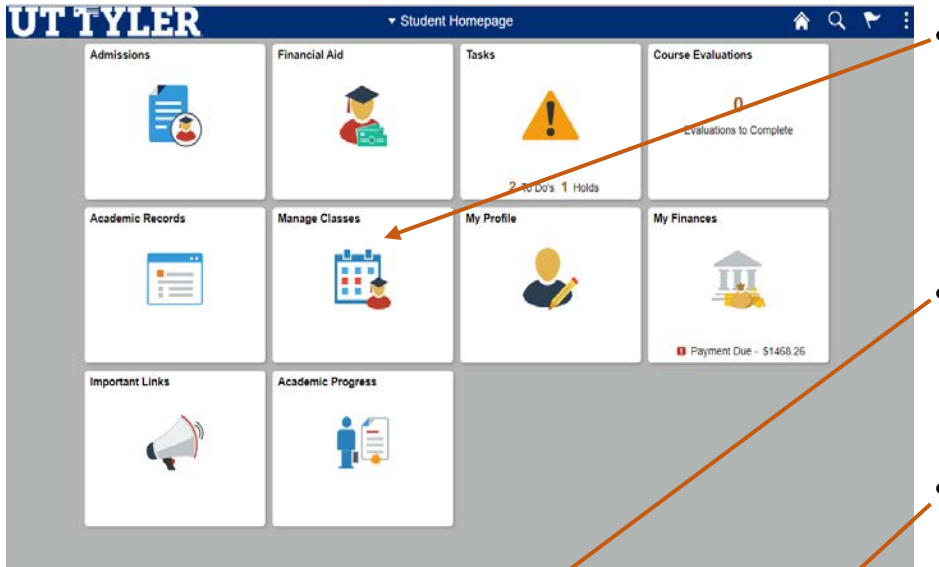


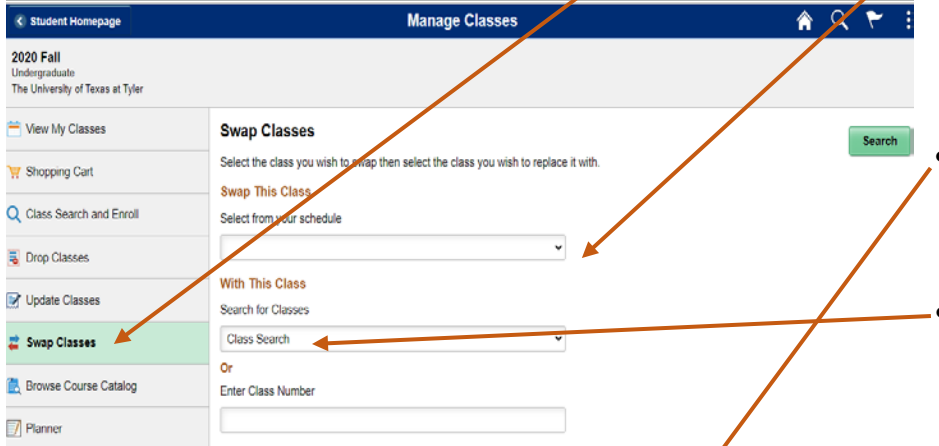
## Swapping Classes



When in your MyUTTyler Student Homepage, select the Manage Classes tile.

You should see an option on the left-hand menu that says, "Swap Classes". Select this option.

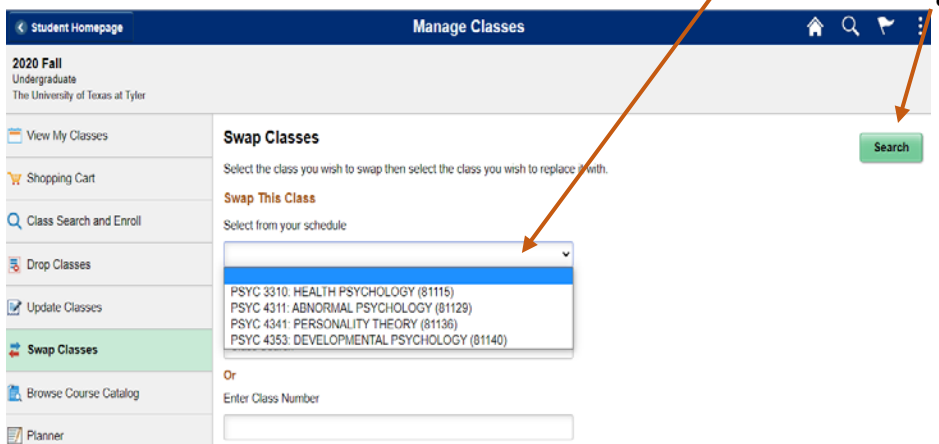
You will see a drop-down box to view your current classes as well as boxes to search for the new class or and the class number.



Select the class you would like to swap out of from the drop-down box.

Select Class search in the second drop-down box.

When you are ready to move forward with the search select the green "Search" option.



You should now see a class search page where you can view recently searched classes or search for new classes.

Use the additional ways to search options to search classes by subject, catalog number, or the instructors last name.

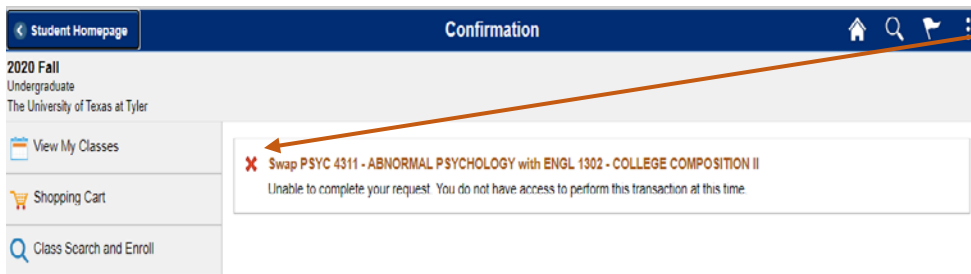
Once you have found the course you would like to swap into select that class.

Now review your selections. The first Step will show you the class you have selected to swap into. Confirm this selection by selecting "Next" in the top right corner.

Step 2 allows you to enter a permission code in the indicated box.

When you are ready to move forward either with or without a permission code, select the green "Accept" option.

Step 3 is to confirm the total swap request. Make sure that the course information is correct for both the class you are dropping and the class you are adding. When you are ready to move forward select the green "Submit" option.



You should receive a confirmation message on screen showing a green check mark if the drop was successful. You will see a red X if the drop was unsuccessful as well as an explanation on the error that occurred. Remember you can only drop classes through your MyUTTyler account before the first day of the semester. Once classes begin you must use the drip portal on the UT Tyler website. The selected course will open so that you may review the sections available. Select the