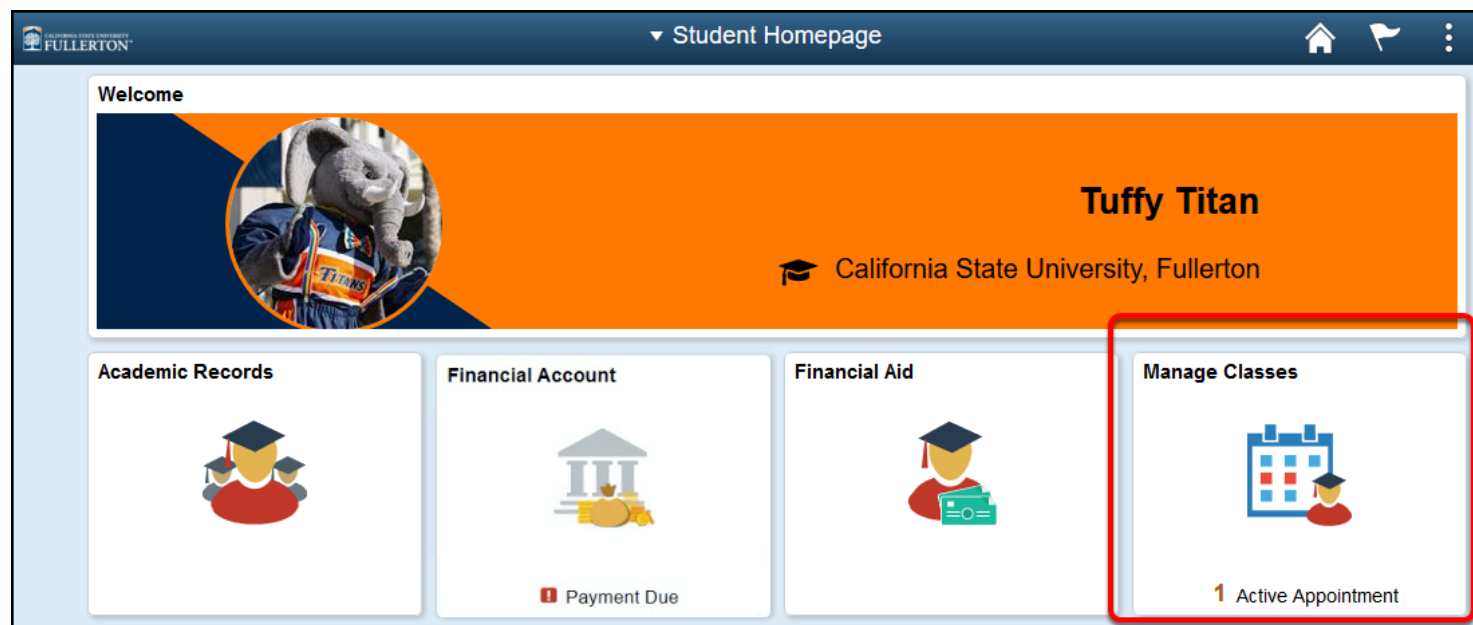# Swapping a Class

This article covers how CSUF students can swap classes.

💡 Swapping a class is a conditional drop/add. This means that you will only be dropped from the first class if you can successfully add a second class.

1. Log in to the campus portal and access the Student Homepage in Titan Online.

[View step-by-step instructions on how to access the Student Homepage.](#)

2. Click on Manage Classes.

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3. Click on Swap Classes in the left menu.

4. First, select the class you want to swap from the drop-down menu.

💡 This is the class that you want to drop.

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Swap Classes

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

Swap This Class

Select from your schedule

EGCE 201: Statics (13560)
PHYS 226: Fund Phys, Elect & Magnetism (18428)
PHYS 226L: Fundamental Physics Lab (19097)

5. Next, choose how you want to select the class you want as a replacement (Search for Classes, Select from Shopping Cart or Enter Class Number). Then click Search.

A. Select **Class Search** from the Search for Classes drop-down menu if you want to search for a replacement.

B. Select a class from the Select from Shopping Cart drop-down menu if you added the replacement class to your shopping cart.

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C. Type a Class Number in Enter Class Number if you know the Class Number of the class you want to add.

I am choosing to search for a replacement class

View detailed instructions

1. If you choose Class Search, enter a keyword for the search and then click the double arrow button to search. Or use additional search options, or recently viewed to locate a class.

A. Enter a keyword for the search such as the course, subject, class, or topic.
B. Then click the double arrow button to search.
C. Click **Additional ways to search to search** by a list of available subjects, catalog number, or Instructor last name.
D. If you have viewed courses, you can expand **Recently Viewed** to view and select them.

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2. Choose a search result to view available class options. You can also use the filters on the left to narrow down your results.

A. Click on a search result to view available class options.
B. You can use the filters on the left to narrow down your search results. For example, you could change the Class Status to show both Open Classes and Wait List Classes.

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3. Click on the class section you want to enroll in. Or use other links on the page to view more details about the class section and the course.

PSYC 101

Introductory Psychology

(C) ▶ Course Information

▼ Class Selection

Select a class option ⓘ   Selected Filters   3 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats	
1	Open	Regular Academic Session	Lecture - 16172	08/21/2021 - 12/10/2021	Monday Wednesday Friday 9:00AM to 9:50AM	LH 321 - Lecture Room	Staff	Open Seats 1 of 1	›
2	Open	Regular Academic Se**(B)**	Lecture - 16174	08/21/2021 - 12/10/2021	Monday Wednesday Friday 11:00AM to 11:50AM	RGC 013 - Auditorium	Luke Skywalker **(D)**	Open Seats 1 of 100	›
3	Open	Regular Academic Session	Lecture - 16883	08/21/2021 - 12/10/2021	Monday 7:00PM to 9:45PM	Hum 123 - Lecture Room	Din Djarin	Open Seats 4 of 100	›

(A)

A. Click on the class section you want to enroll in.
B. For more information about the class section including meeting times and pre-requisites, click on the link in the Class column.
C. Expand Course Information to view the course description, number of units, and other course details.
D. You may want to check the Seats column to see how many open seats or waitlist available places are available in the class.

4. Review the class section details, including the meeting days and times as well as the final exam schedule. Then click Next.

Fall 2021
Undergraduate
California State University, Fullerton

1	Review Class Selection	Visited
2	Review Class Preferences	Not Started
3	Confirm Class Swap	Not Started

Step 1 of 3: Review Class Selection

You have selected

PSYC 101 Introductory Psychology

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 16174	Regular Academic Session	08/21/2021 - 12/10/2021	Monday Wednesday Friday 11:00AM to 11:50AM	Open Seats 1 of 100

Final Exam Schedule

Exam Date	Exam Starting Time	Exam Ending Time	Room
12/17/2021	11:00AM	12:50PM	RGC013

Next ›

5. If prompted, select your waitlist, grading basis, or units preferences. Then click Accept.

⚠ If the class status says Wait List, you must select **Yes** for the waitlist option in order to complete enrollment.

If there are only a few open seats left in the class, you may want to select **Yes** for the waitlist option in case all of the open seats are filled by the time you complete your enrollment.

ℹ If you do not have the option to be added to a waitlist, change your grading basis, or change the number of units for the class, you will not see this screen.

💡 The Credit/No Credit option is often abbreviated, such as *Undergraduate - CR/ NC Stdnt Opt*.

A. If available, use the slider to indicate if you want to be added to the wait list for a class.
B. If available, select your grading basis: Graded or Credit/No Credit.
C. If available, select the number of units to be applied to the class.
D. Then click **Accept**.

6. Review the details of the classes you are swapping. Then click Submit.

A. Double check that the class being replaced/dropped is correct.
B. Double check that the class that is being added is correct.
C. Then click **Submit**.

7. Click Yes to confirm you want to submit.

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8. You'll see a confirmation screen that the swap was successful. You're done!

I am selecting a class from my shopping cart

View detailed instructions

1. Review the details of the classes you are swapping. Then click Submit.

> 💡 It is assumed that you already reviewed the class selection and class preferences when you added the class to your shopping cart. However, you can click on Review Class Selection or Review Class Preferences on the left if you want to revisit these screens.

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Undergraduate
California State University, Fullerton

1	Review Class Selection Complete
2	Review Class Preferences Complete
3	Confirm Class Swap Visited

Step 3 of 3: Confirm Class Swap   C Submit
You are replacing this Class
A EGCE 201 Statics

Class	Session	Meeting Dates	Days and Times	Seats
Discussion - 13560	Regular Academic Session	08/21/2021 - 12/10/2021	Monday Wednesday 1:00PM to 2:15PM Monday Wednesday 1:00PM to 2:15PM	Open Seats 5 of 40

B **With this Class**

PSYC 101 Introductory Psychology
Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 16174	Regular Academic Session	08/21/2021 - 12/10/2021	Monday Wednesday Friday 11:00AM to 11:50AM	Open Seats 1 of 100

▼ **Class Preferences**

Grading Basis   Graded

A. Double check that the class being replaced/dropped is correct.
B. Double check that the class that is being added is correct.
C. Then click **Submit**.

2. Click Yes to confirm you want to submit.

Are you sure you want to submit?

Yes   No

3. You'll see a confirmation screen that the swap was successful. You're done!

I am entering a class number

View detailed instructions

1. Click on the class that you want to add.

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2. Review the class section details, including the meeting days and times as well as the final exam schedule. Then click Next.

Next ›

Fall 2021
Undergraduate
California State University, Fullerton

1	Review Class Selection Visited
2	Review Class Preferences Not Started
3	Confirm Class Swap Not Started

Step 1 of 3: Review Class Selection
You have selected

PSYC 101 Introductory Psychology
Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 16174	Regular Academic Session	08/21/2021 - 12/10/2021	Monday Wednesday Friday 11:00AM to 11:50AM	Open Seats 1 of 100

Final Exam Schedule

Exam Date	Exam Starting Time	Exam Ending Time	Room
12/17/2021	11:00AM	12:50PM	RGC013

3. If prompted, select your waitlist, grading basis, or units preferences. Then click Accept.

⚠   If the class status says Wait List, you must select **Yes** for the waitlist option in order to complete enrollment.

If there are only a few open seats left in the class, you may want to select **Yes** for the waitlist option in case all of the open seats are filled by the time you complete your enrollment.

ⓘ   If you do not have the option to be added to a waitlist, change your grading basis, or change the number of units for the class, you will not see this screen.

× Exit　　　　　　　　　**Class Search and Enroll**　　　　　　　⚑ ⋮

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Fall 2021
Undergraduate
California State University, Fullerton

1 — **Review Class Selection** Complete	
2 — **Review Class Preferences** In Progress	
3 — **Enroll or Add to Cart** Not Started	
4 — **Review and Submit** Not Started	

Step 2 of 4: Review Class Preferences

PSYC 101 Introductory Psychology

Lecture - 16174 - Open

Add to waitlist if class is full? ⓘ　　　　　 ⬤ Yes ○ 　— A

Grading Basis

B — | Graded ▾ |

Units

C — | 1.00 ▾ |

Requirement Designation - Eligible to count toward Graduate GPA

☑ Take Requirement Designation

D — **Accept**

💡　The Credit/No Credit option is often abbreviated, such as *Undergraduate - CR/ NC Stdnt Opt*.

A. If available, use the slider to indicate if you want to be added to the wait list for a class.
B. If available, select your grading basis: Graded or Credit/No Credit.
C. If available, select the number of units to be applied to the class.
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4. Review the details of the classes you are swapping. Then click Submit.

A. Double check that the class being replaced/dropped is correct.
B. Double check that the class that is being added is correct.
C. Then click **Submit**.

5. Click Yes to confirm you want to submit.

6. You'll see a confirmation screen that the swap was successful. You're done!

Need More Help?

Questions about registration/registering for classes?

[How to Register webpage](#)

Contact the Registration & Records Office at arsc@fullerton.edu or 657-278-7601. Or visit the Registration & Records Office in LH-114.

Technical issues in accessing Student Homepage or your campus portal account?

Contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.