Swapping Classes

Using SPIRE
Click Manage Classes…
Then click on Add, Drop & Edit Classes... And Swap Classes.

**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

**With This Class**
Search for Classes
Search for Classes

Or
Enter Class Number
Class Number
Choose the class you are enrolled in but want to change from the drop down… Then Search for Classes to choose an alternative or Enter Class Number (if you know it --- using Advanced Search is a good way to look for classes and class numbers)
Enter information in the search bar such as a subject name (e.g., English or Psych) or choose a course from your recently viewed list (if you have one)
In this example, I searched for Sociology and got a list of open courses…
Click in the box for the course of interest.
Possible sections for this course appear... Generally, avoid Univ+(UWW) sections as they cost extra tuition fees and they are usually taught online.
Open "Course Information" tab to see the course description and GenEd designation (if relevant)

Click on Class hyperlinks to learn more about course eligibility information.

<table>
<thead>
<tr>
<th>Option</th>
<th>Status</th>
<th>Session</th>
<th>Class</th>
<th>Meeting Dates</th>
<th>Days and Times</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>Univ+</td>
<td>Class 64412: Lecture 01</td>
<td>09/05/2023 - 12/08/2023</td>
<td>To be announced</td>
<td>On-Line</td>
</tr>
<tr>
<td>2</td>
<td>Open</td>
<td>*University</td>
<td>Class 62343: Lecture 01</td>
<td>09/05/2023 - 12/08/2023</td>
<td>Tuesday Thursday 8:30AM to 9:45AM</td>
<td>Thompson Hall room 104</td>
</tr>
<tr>
<td>3</td>
<td>Open</td>
<td>*University</td>
<td>Class 62346: Lecture 02</td>
<td>09/05/2023 - 12/08/2023</td>
<td>Tuesday Thursday 10:00AM to 11:15AM</td>
<td>To be announced</td>
</tr>
</tbody>
</table>
Click in the box for the section you desire or click on the right arrow at the far right for that section…

**Step 1 of 3: Review Class Selection**

You have selected

**SOCIO1 103  Social Problems**

Option Status: Open

<table>
<thead>
<tr>
<th>Class</th>
<th>Session</th>
<th>Meeting Dates</th>
<th>Days and Times</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 82343: Lecture 01</td>
<td>*University</td>
<td>09/05/2023 - 12/08/2023</td>
<td>Tuesday Thursday 8:30AM to 9:45AM</td>
<td>Open Seats 295 of 295</td>
</tr>
</tbody>
</table>
Then click through the steps at the left...

**Step 1 of 3: Review Class Selection**

You have selected

SOCIO 103 Social Problems

Option Status: Open

<table>
<thead>
<tr>
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<td>University</td>
<td>09/05/2023 - 12/08/2023</td>
<td>Tuesday Thursday 8:30AM to 9:45AM</td>
<td>Open Seats 295 of 295</td>
</tr>
</tbody>
</table>

You generally DO NOT need a permission number. Usually just accept the defaults.

**Step 2 of 3: Review Class Preferences**

SOCIO 103 Social Problems

Class 82343: Lecture 01 - Open

Permission Number

- Enter Permission Number

Grading Basis

- Undergraduate Letter Grading


- Take Requirement
Review and confirm this is the swap you want to make, and press Submit.

Receive confirmation notice.