

Course Swap Instructions

(Temporary-until tutorial video is available)

Swapping courses allows you the opportunity to change your schedule without the risk of losing your seat in the current class if the class you wish to add is closed.

Log in to your Student Center by scrolling to the bottom of The Graduate Center homepage and clicking on the link for CUNYfirst. After logging in to CUNYfirst, click on the Student Center tile. You are now in your Student Center. On the next screen, click on the Schedule Builder tile.

See the Registering for Courses video for a screen-led walkthrough of these steps.

You are now in Schedule Builder. On the Welcome Screen you will see the current semesters with your specific enrollment appointment information. Click on the semester in which you would like to enroll.

To swap a course, add the course you would like to swap for to your schedule by searching in the Select Courses field by entering the abbreviated program name (e.g., PSC for Political Science; ENGL for English) and selecting the course you'd like to take by clicking on the darkened gray bar highlighting the course and its title. The course will then be placed on a course calendar on the right-side panel in Schedule Results.

Next, identify the course you would like to swap out of, or remove from your schedule, and click on the garbage icon in the course block. The garbage can lid on the icon will appear to open and the message, "you have not finished dropping this course," will appear on the bottom left of the course block.

In the Select Courses panel, in addition to any other courses you may be enrolled in, you will now have the course you would like to swap into, or add to your schedule, and the course you would like to swap out of, or remove from your schedule, with the garbage can lid activated.

Scroll down and click on the turquoise blue button "get this schedule" on the right side of the screen.

On the next screen, in the Schedule Results panel, see the Action column to verify that the correct actions are listed for the correct courses. To the right, in the Options column for the course you are adding, you will see the available Units option first, if relevant. Some courses have a dropdown menu available that allows you choose between 2, 3, or 4 credits. Please verify with your program that you are choosing the correct amount of units for your student status and what will be accepted in your program.

Below the Units options, you will find the Grading option. If you do not want to take this course for a letter grade, you can audit it by selecting "Audit" from the dropdown menu. Please note that audited courses do not count toward any financial aid and they do not count toward your full-time/part-time calculation. In addition, masters students and level 1 doctoral students paying out of state rates will be assessed additional tuition for audited courses at the per credit rate.

After you have made your selections and verified that all options and courses are correct, click on the turquoise blue "Do Actions" button at the bottom of the Actions column.

The result of the action will load in the results column on the far right. If you receive the “Swapped—Success this class is added to your schedule,” message in the Result column of the course you are adding, your course swap has been successful and is complete for this course. If the result is “Failed” or “Error,” read the message carefully which will contain details about the problem. You can either begin again by following the steps we have covered or, if you have questions, contact the Registrar with a screenshot of the message for which you need clarification.