1. Log into MyU.
2. Select the Academics tab, then the Registration sub-tab.
3. Click on the Register button.
4. Select the Swap tab.

5. Select the class from your current schedule you want to swap.
6. Enter the class you want to replace the current class.

7. Select your enrollment preferences.
8. Check the “Waitlist if class is full” button, then click Next.
9. Confirm and click Finish Swapping.

10. View the results of your request. The confirmation message should show that the class to be added was full but you have been added to the waitlist.