

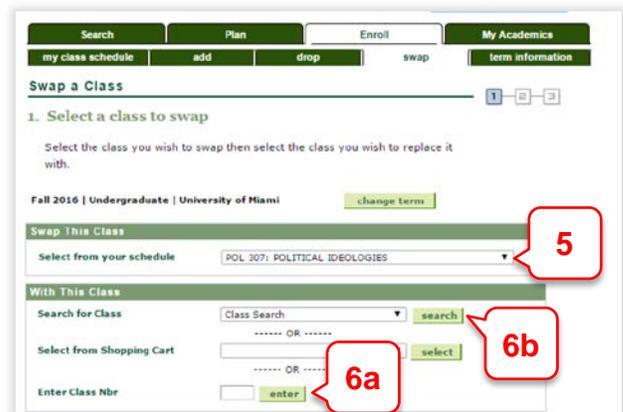
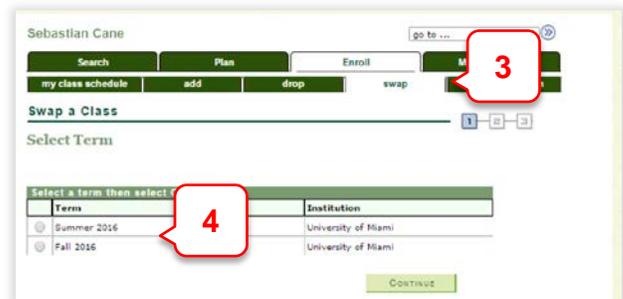
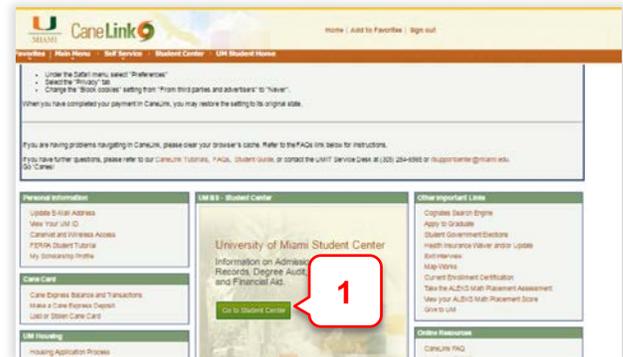
The *Swap* feature in CaneLink is used when you want to swap out a course in which you are already enrolled, for one you want instead.

*Swap* can be used to switch sections of the same class or to swap different classes.

*Swap* lets you drop a class and add a new class at the same time, without risking the chance of being closed out of both. You will only be dropped from your old class if you are able to enroll into the class you are adding.

This is a great option to use if you select to be on a waitlist of a class.

Before you can swap classes, be sure that you are logged into the portal at <http://canelink.miami.edu> using your Cane ID and password. Once logged in, you will be directed to the *Student Home* page:



1. Click on the green **Go to Student Center** button in the middle of the page
2. Under the *Academics* tab, click on **Enroll**
3. Click on the **Swap** tab
4. Select the specific term and click **Continue**
5. Under *Swap This Class*, *Select from your schedule*: Click on the drop down menu to select the class you want to swap **out** of your schedule
6. Under *With This Class*, you will select the class you want to swap into your schedule. You may do one of the following:
  - a. Enter a class number and click **Enter** (skip to *Finish Swapping* instructions)
  - b. Under *Search for Class*, select **Class Search** and then click **Search** to search for a class (follow instructions under *Search for Classes* and then *Finish Swapping*)

### Additional features under *Search for Class*

Select **My Planner** and click **Search** to search through courses you put into planner.

Select **My Requirements** to see which courses you have satisfied for your major or minor. See *Viewing Academic Advisement Report* for more information.

## Search for Classes

1. **Subject:** In the Subject field, enter the three-letter subject code (e.g. PSY) or click the **select subject** button to look it up in alphabetical order
2. **Course Number:** Choose a condition from the drop-down list (e.g. "is exactly") and enter the three-digit course number that identifies the course in the catalog (e.g. 110)  
**Note:** Using the Greater than or equal will include all courses above the number you provide
3. Click on **Search**

The search results will return any available sections for the class you searched for.

The *Status* column will identify if a section is:

● Open, ■ Closed or ▲ Wait List

## Finish Swapping

1. Click on **Select**, to choose a section
2. On the next screen, under *Class Preferences*, if the class status is "▲ Wait List," check the box for **Wait list if class is full**. Otherwise, skip to next step

**Note:** If you already have the course waitlisted and you are dropping it in order to setup a swap, you will lose your waitlist position.

3. Click **Next**
4. On the next screen, click **Finish Swapping**

Once you click *Finish Swapping*, you will receive a message similar to the one during the *Add* process. If you are on a waitlist for the new class/section, the message will tell you your position in the waitlist.

Note that the status column will show a ✓ which indicates the class swap was successful. Had the swap been unsuccessful, an ✗ would appear with a message indicating why the swap was unsuccessful.

If the class you wish to swap into has restrictions such as prerequisites or permission required and you've received a permission pin to enroll, be sure to enter the permission number at the time of enrollment or you will not be able to enroll at that time nor enroll off the waitlist should a position open.

5. To view your *Swap* setup, click on **My Class Schedule**

The screenshot shows the 'Class Search' form. Callout 1 points to the 'select subject' button. Callout 2 points to the 'Course Number' dropdown menu. Callout 3 points to the 'SEARCH' button.

The screenshot shows the 'Swap a Class' confirmation screen. Callout 4 points to the 'FINISH SWAPPING' button.

Class	Description	Days/Times	Room	Instructor	Units	Status
POL 307-C (2094)	POLITICAL IDEOLOGIES (Lecture)	MoWeFr 10:10AM - 11:00AM	Dooly Memorial 101	S. Thompson	3.00	✓
PSY 110-R (1466)	INTR TO PSYCHOLO (Lecture)	TuTh 2:00PM - 3:15PM	Flipse 536	R. Winters	3.00	●

The screenshot shows the 'View results' screen. Callout 5 points to the 'MY CLASS SCHEDULE' button.

Class	Message	Status
Swap POL 307 with PSY 110	Success: This class has been replaced.	✓