

## Swap One Class for Another on CAESAR

To enroll, you can either add classes or swap classes. The swap feature allows you to exchange one course (in which you are currently enrolled) for another (in which you are not yet enrolled). The system will only swap courses if you are able to enroll in the new one (i.e. there is class space available, and if it's your registration time). You can also use the swap or edit features to change lab and discussion sections for a course in which you are already enrolled.

**Step 1** Navigate to the CAESAR homepage, <http://www.northwestern.edu/caesar/>, and Sign In using your NetID and password. The **Student Center** appears.

**Step 2** Click on the **Enroll** link from the **Student Center**. The **Add Classes–Select classes to add** page appears.

**Step 3** To **Swap** a class, click on the **swap** link. The **Swap a Class–Select a class to swap** page appears.

Select the course you wish to drop here.

Select the course you wish to add here.



**Step 4** Select from your schedule a class that you wish to drop (swap out of).

**Step 5** Next, enter the 5-digit class number and press the **enter** button, or search for the desired class you wish to enroll in (swap in to). The **Swap a Class – Select a class to swap - Related Class Sections** page appears. (If the class does not have a related component(s), such as lab or discussion section(s), skip to step #7 below.)

**Step 6** Select the section(s) you want and press the **Next** button. The **Select a class to swap - Enrollment Preferences** page appears. [Note: You must register for discussion or lab sections with the lecture. You cannot register for labs and discussion sections independently.]

**Step 7** Select your Enrollment Preferences and press the **NEXT** button. The **Swap a Class – Confirm your selection** page appears.

**Step 8** Press the **FINISH SWAPPING** button to process your swap request. (To exit without swapping these classes, press the **CANCEL** button.)

**Step 9** When your transactions have been processed, the **Swap a Class–View Results** page appears. Successful enrollments will display a green checkmark  next to the class, and unsuccessful enrollments will display a red  next to the class. If a class addition or swap is unsuccessful, **Errors** will be displayed in the Message field.

**Step 10** Press the **MY CLASS SCHEDULE** button to view and print a copy of your class schedule. Confirm that your schedule is correct and press the **Printer Friendly Page** link in the lower right hand corner and then print a copy if you wish. [Alternately, you can navigate from the **Menu** by selecting **For Students > Enrollment > View My Class Schedule.**]