Swap a Class (Open)

Navigation: MyStar Portal (mystar.utmb.edu) > Student Center

Students can access this feature in their Student Center by clicking the Enroll link and then the swap tab.

NOTE: Classes can be swapped only one at a time and must be for the same period.

1. Select the class you wish to swap and then the class you wish to replace it.

   NOTE: You can search for a class, select a class from your Shopping Cart, or enter the class number.

   NOTE: You can expand the My 2011-2012 Year Class Schedule section.

Swap a Class

1. Select a class to swap

   Select the class you wish to swap then select the class you wish to replace it with.

2011-2012 Year | Medical School | UTMB-Galveston

Swap This Class

| Select from your schedule | VACA 4002: Period 2 - Unscheduled |

With This Class

| Search for Class | Select from Shopping Cart | Enter Class Nbr |

| Class Search |

| ----- OR ----- |

| ----- OR ----- |

My 2011-2012 Year Class Schedule
2. Click the **NEXT** button.

**NOTE:** This step does not appear if you select a class from your Shopping Cart.

3. Click the **FINISH SWAPPING** button to process your swap request. To exit without swapping these classes, click the **CANCEL** button.
4. View the results of your swap request.

**Swap a Class**

**3. View results**

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

2011-2012 Year | Medical School | UTMB-Galveston

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swap VACA 4002 with DERU 4002</td>
<td>You are required to take this requirement designation for this class. The requirement designation option has been set to yes.</td>
<td>✔</td>
</tr>
</tbody>
</table>