

How to Swap Courses via MyHusky

BLOOMSBURG UNIVERSITY
MYHUSKY

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Academics

Swap Classes

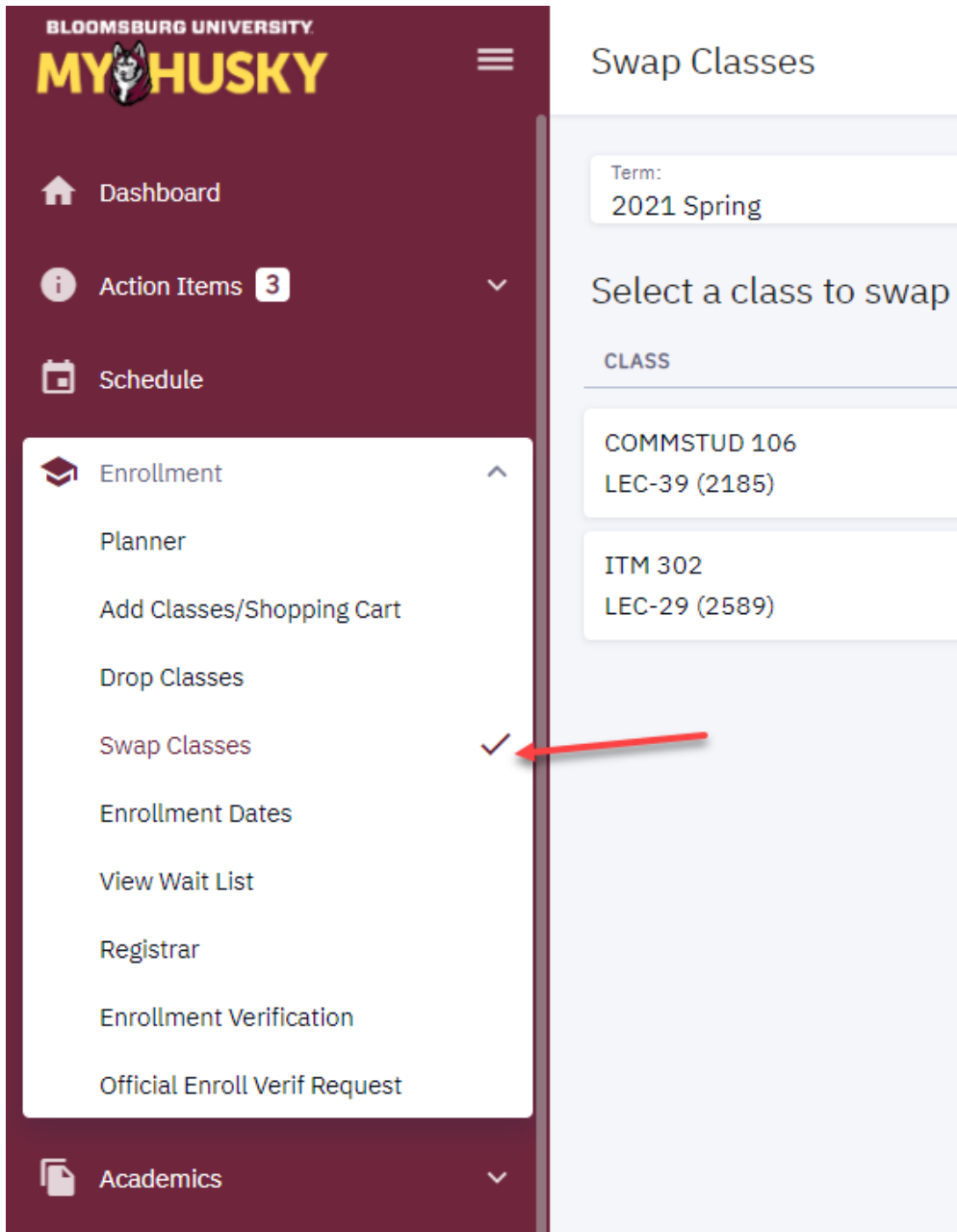
Term:
2021 Spring

Select a class to swap

CLASS

COMMSTUD 106
LEC-39 (2185)

ITM 302
LEC-29 (2589)



1. Log into MyHusky
2. Click the arrow next to Enrollment to expand the menu
3. Select “Swap Classes” from the drop down

Swap Classes



Term:
2021 Spring

Select a class to swap

CLASS	DESCRIPTION	UNITS	
COMMSTUD 106 LEC-39 (2185)	SM GROUP COMM	3	Swap This Class ^
ITM 302 LEC-29 (2589)	BUSINESS APPS DEV	3	

- With class from Search
- With class from Planner
- With class from Shopping Cart
- With class from Class Number



Click the arrow to expand the selections for swapping a class. Choose your option.
1. Choose a class via the search
2. Swap a class that is in your Planner
3. Swap a class that is in your Shopping Cart
4. Swap using the Class Number (if you have this information)

Swap a Course via the Course Search.

Class Search

Click the arrows to expand menu options for desired search criteria



Select all the required (*) search criteria.

Term: * 2021 Spring ✓ Acad Career: * Undergraduate ✓ Subject: Art History X ✓ Catalog # Keyword Instruction Mode: Online 100% X ✓

Fewer Filters 6

Start Time End Time Days Campus Location Acad Group

Requirement Designation Class Number Academic Organization Course Attribute: Fall 2012 and forwa... X ✓ Course Attribute Value: + Instructor Last Name

Session: Regular Session 2 X ✓ Units

Search Reset Filters

- Any Course Attribute Value
- GEP Goal 1 - 1 GEP PT
- GEP Goal 1 - 2 GEP PTS
- GEP Goal 1 - 3 GEP PTS
- GEP Goal 1 - 4 GEP PTS
- GEP Goal 10 - 1 GEP PT
- GEP Goal 10 - 2 GEP PTS
- GEP Goal 10 - 3 GEP PTS
- GEP Goal 10 - 4 GEP PTS
- GEP Goal 2 - 1 GEP PTS
- GEP Goal 2 - 2 GEP PTS
- GEP Goal 2 - 3 GEP PTS

Use Course Attribute and Course Attribute Value to search for courses approved for GEP's

Show Open Classes Only **Unchecking the box to "Show Open Classes Only" will return all course offering in the selected term including those that are closed and waitlisted.**

Once desired search criteria is entered click SEARCH

Select search criteria to view classes.

Planner

If you choose to Swap a course you are enrolled in for a course in your Planner your Planner will display.



2021 Spring

Click Select Sections

COURSE	DESCRIPTION	TYPICALLY OFFERED	UNITS	AVAILABILITY	
BIOLOGY 100	CELLS GENE MOLECULE		3	Classes available this term.	Select Sections
COMMSTUD 106	SM GROUP COMM		3	Classes available this term.	Select Sections
CRIMJUST 260	CJ STATISTICS		3	Classes available this term.	Select Sections

Planner > 2021 Spring

Choose the course and click SWAP



SM GROUP COMM | COMMSTUD 106

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS	
> 99-LEC (2182)	1	TuTh	12:30 pm	1:45 pm	Online	Shavonne Shorter	C 0/25	Swap
> 39-LEC (2185)	R3	MoTuWeThFr	12:30 pm	1:30 pm	Online	Paula Hopeck	O 3/25	Swap

Swap Classes



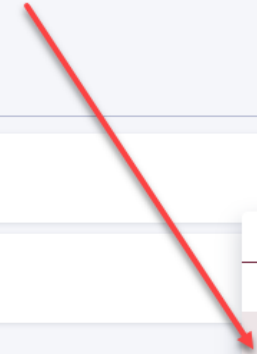
Term:
2021 Spring

Swap from Shopping Cart

Select a class to swap

CLASS	DESCRIPTION	UNITS	
ANTHRO 101 LEC-38 (1149)	INTRO ANTHROPOLOGY	3	Swap This Class ^
ITM 302 LEC-29 (2589)	BUSINESS APPS DEV	3	

- With class from Search
- With class from Planner
- With class from Shopping Cart
- With class from Class Number



Swap from Shopping Cart

Swap from Shopping Cart

Shopping Cart Class: *

COMMSTUD 106-39 LEC (2185)

Cancel

Swap

Click the arrow to display classes in your shopping cart.

Choose the course to swap.

Click SWAP

Swap from Shopping Cart

Swap from Shopping Cart

Shopping Cart Class: *
COMMSTUD 106-39 LEC (2)

Cancel

Swap



Term:
2021 Spring

Select a class to swap

CLASS	DESCRIPTION	UNITS	
ANTHRO 101 LEC-38 (1149)	INTRO ANTHROPOLOGY	3	Swap This Class ^
ITM 302 LEC-29 (2589)	BUSINESS APPS DEV	3	

Swap using Class Number
Use this if you have the 4 digit number of the class you would like to swap for

- With class from Search
- With class from Planner
- With class from Shopping Cart
- With class from Class Number

Swap by Class Number

Swap by Class Number

Class Number:*
2185

Cancel Swap

Enter the 4 digit class number and click SWAP

Once you complete one of the options to Swap a course, follow these instructions to confirm the Swap

INTRODUCTION TO ANTHROPOLOGY | ANTHRO 101

Once you identify the course you wish to swap for click "Swap"

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	DATES	INSTRUCTOR	STATUS	
> 29-LEC (1140)	-	R2	TuTh	11:00 am	12:00 pm	Online	02/01 - 03/23	Susan Dauria	0 12/45	Swap
> 38-LEC (1149)	-	R3	MoWe	11:00 am	12:00 pm	Online	03/24 - 05/13	Damien Marken	0 7/45	Swap
> 39-LEC (1150)	-	R3	TuTh	11:00 am	12:15 pm	Online	03/24 - 05/13	Susan Dauria	0 33/45	Swap

Enrollment options

ANTHRO 101: INTRO ANTHROPOLOGY| 38 - 1149

Wait list if class is full

Drop the class below if Enrolled in the Class above (optional)

Drop Class

Cancel

Save

Confirm enrollment options and click **SAVE**



You are replacing this class

SECTION	DESCRIPTION	INSTRUCTOR	UNITS	STATUS
COMMSTUD 106-39 (2185)	SM GROUP COMM (Lecture)	P. Hopeck	3	Enrolled

With this class

SECTION	DESCRIPTION	INSTRUCTOR	UNITS	STATUS
ANTHRO 101-38 (1149)	INTRO ANTHROPOLOGY (Lecture)	D. Marken	3	Open

You will receive the following information detailing the course you are dropping and the course you are swapping it out for. Once you are satisfied with these results, click CONFIRM

SWAP COMMSTUD 106 WITH ANTHRO 101 ✕

Success: This class has been replaced.



If the Swap is successful you will receive this message

Cancel **Confirm**

✓ SWAP COMMSTUD 106 WITH ANTHRO 101 ✕

Success: This class has been replaced.

If the Swap is successful you will receive this message

If your Swap was not successful, you will receive a message explaining why. Below is an example of “requisites not being met” and “enrollment date has passed”

✕ SWAP ITM 302 WITH MKTG 330 ✕

Error: Unable to add this class - requisites have not been met.
General Psychology - PSYCH 101 AND Marketing Prin & Pract -
MKTG 310

UNITS

! ERROR ✕

You are unable to enroll in this class at this time. The last day to enroll has passed.

Got It

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