

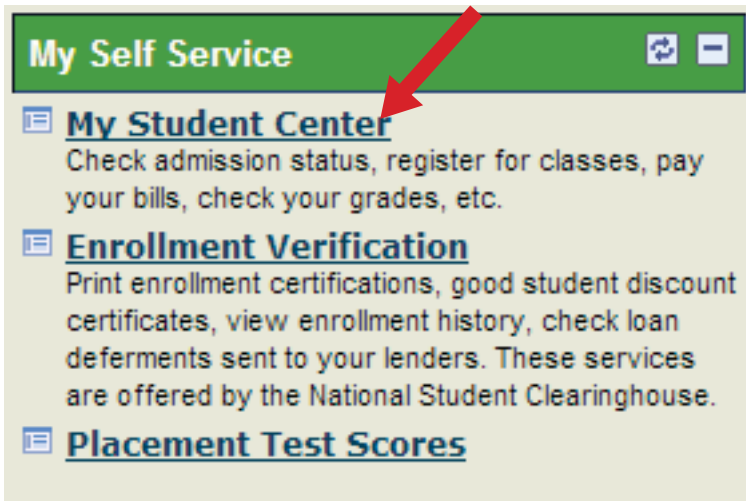
1

Go to <http://myub.ubalt.edu>

Log in using your network ID and Password

2

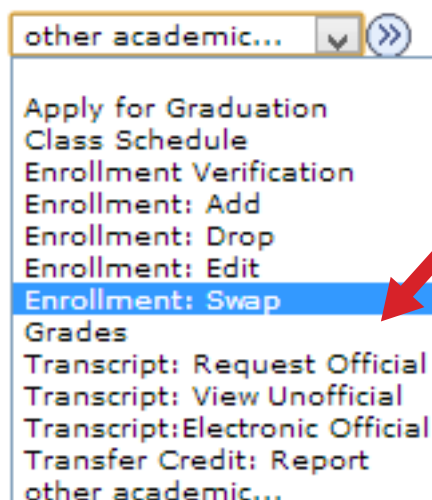
Click the Student Center link located on the upper left corner of the screen.



3

Select **Transcript: Request Official** from the “other academic” drop box.

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)



4

Select the a course to swap from the drop down menu. You can also select a course to swap from your shopping cart. Click the **Select** button

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
			edit
			term information

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.

Fall 2008 | Graduate | University of Baltimore

Swap This Class	
Select from your schedule	HSAD 610: PLANNING 
With This Class	
Search for Class	Class Search  
	----- OR -----
Select from Shopping Cart	 

If you know the **Class NBR**, you can enter that in the last field. Click the **Enter** button.

Enter Class Nbr

<input type="text"/>	
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5

Click the **Finish Swapping** button.

▼ You are replacing this class

✔ Enrolled
 ✕ Dropped
 ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
HSAD 610-186 (4199)	PLANNING (Lecture)	Th 8:15PM - 10:45PM	ACADEMIC CENTER 238	D. Walker	3.00	✔

▼ With this class

● Open
 ■ Closed
 ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
APPL 601-185 (4002)	THE BIOL BASIS OF BEHAVIOR (Lecture)	Th 5:30PM - 8:00PM	ACADEMIC CENTER ROOM AC 403	D. Kohl	3.00	●

CANCEL
 FINISH SWAPPING

6

View your **Class Schedule** to ensure the swap was processed correctly. A green check will indicate the swap successful. A red X will indicate it was unsuccessful.

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.

✔ Success: Classes were swapped
 ✕ Error: Unable to swap class

Class	Message	Status
Swap HSAD 610 with CRJU 602	Message: You have been given a grade of W for this class.	✔

MY CLASS SCHEDULE