

Swap a class

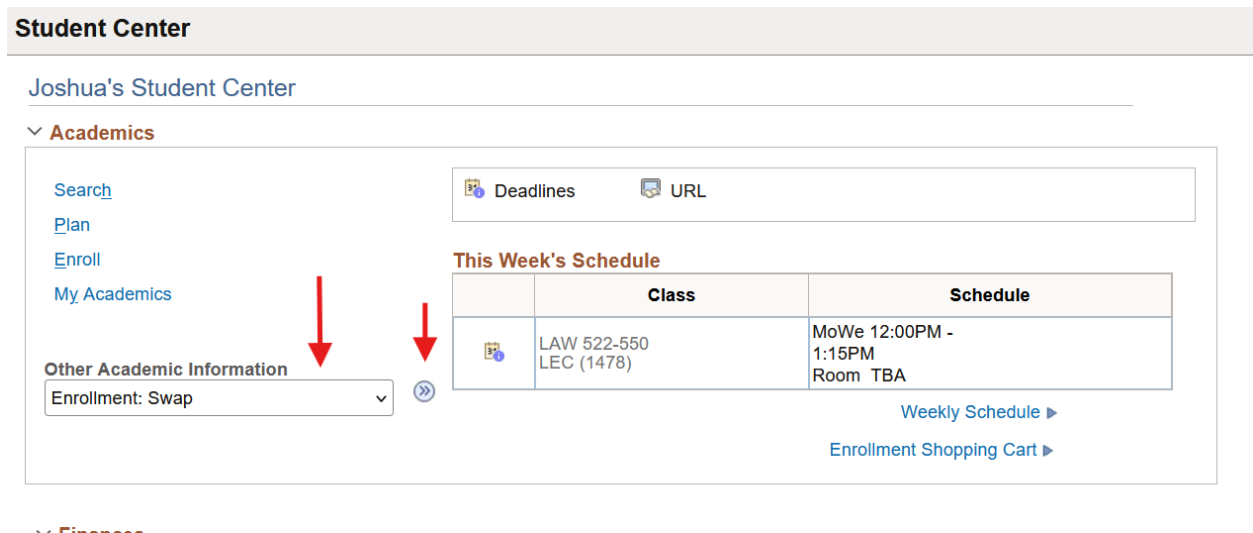
(This tutorial teaches you how to swap a course through self service.)

Navigate to the MyUB Homepage by going to the following link:
<https://myubalt.ubalt.edu>. Enter your Network ID and Password.

From the MyUB Portal, select “My Student Center” from the “Most-Used Tools” column.



Under the “Academics” section of the Student Center page, select “Enrollment: Swap” from the drop-down menu labeled “Other Academic Information,” and click the two blue arrowed-icon next.



When prompted to Select a Term on the next page, click the circle next to the term, then select “Continue.”

Swap a Class

Select Term

Select a term then select Continue.

	Term	Career	Institution
☐	Spring 2026	Law	University of Baltimore
☐	Summer 2026	Law	University of Baltimore
☒	Fall 2026	Law	University of Baltimore



Continue



On the next page, select the class you wish to swap from your enrollment under the “Select from your Schedule” drop down menu. Under the “With This Class” field, you have the option to Search for a Class via the class search option. Or, if the class exists in your shopping cart already, you can select this. Or, if you know the four-digit numeric class number, you may enter it under “Enter Class Nbr.”

For whichever option you choose, click “Select” next to the option.

Change Term

Swap This Class

Select from your schedule

LAW 522: CICL STUDENT FELLOWS I



With This Class

Search for Class

Class Search



Search

----- OR -----

Select from Shopping Cart

Select

----- OR -----

Enter Class Nbr

1604

Enter



> [My Fall 2026 Class Schedule](#)

The next page will take you to confirm your selection. Click the “Finish Shopping” button to finish swapping classes.

✔ Enrolled
✖ Dropped
⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
LAW 522-511 (1604)	CICL STUDENT FELLOWS I (Lecture)	Mo 12:00PM - 12:50PM	TBA	M. Sellers	3.00	✔

▼ With this class

● Open
■ Closed
⚠ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
LAW 522A-511B (1709)	CICL STUDENT FELLOWS II (Lecture)	Mo 12:00PM - 12:50PM	ANGELOS LAW ROOM 109	M. Sellers	2.00	●

Cancel

Finish Swapping

Successful completion of the swap will be indicated by a green checkbox under the “Status” column. If there are any issues with swapping the course, a red checkbox will appear under the “Status” column along with a message why under the “Message” column, as seen below.

3. View results

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

View the following status report for enrollment confirmations and errors:

If you choose to order books using the link below please review the textbooks in your shopping cart before purchasing to ensure you do not inadvertently purchase books for a class in which you are not enrolled.

Fall 2026 | Law | University of Baltimore

Order Books Now

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

Fall 2026 Enrollment Shopping Cart

Class	Message	Status
Swap LAW 522 with LAW 522A	Error: Department Consent Required to Drop from Class specified in "Drop if Enroll Option". Consent is needed to drop from the class in the "drop if enroll" option. The transaction was not processed.	✖

[My Class Schedule](#)