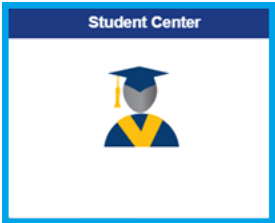
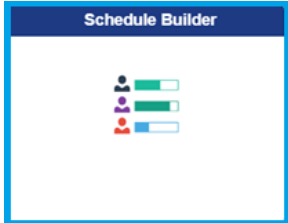
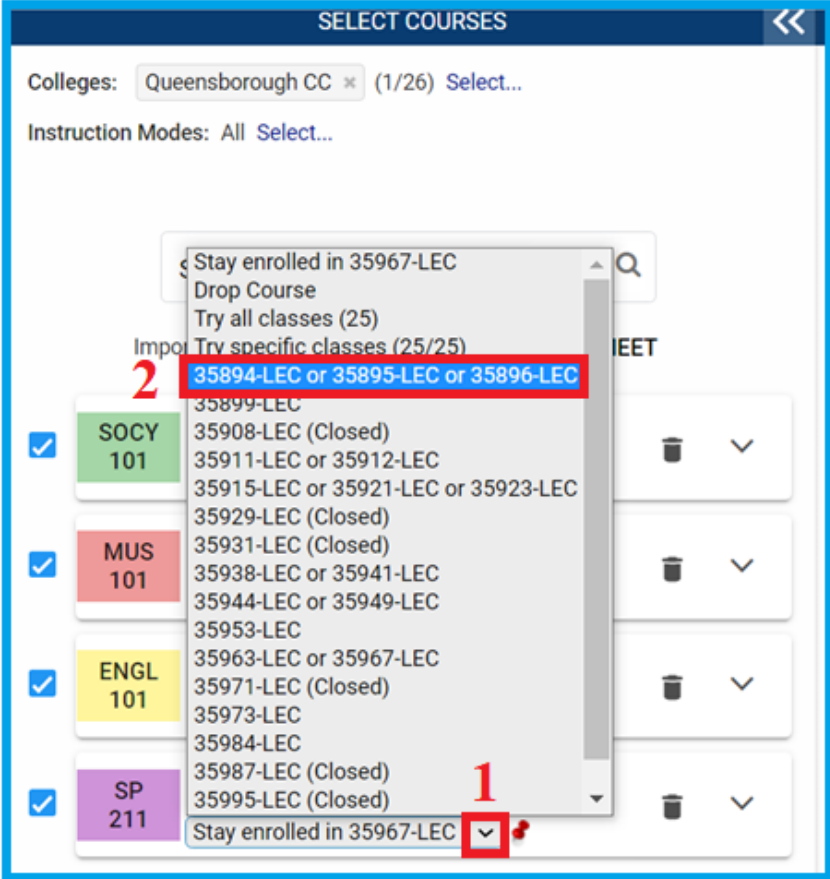


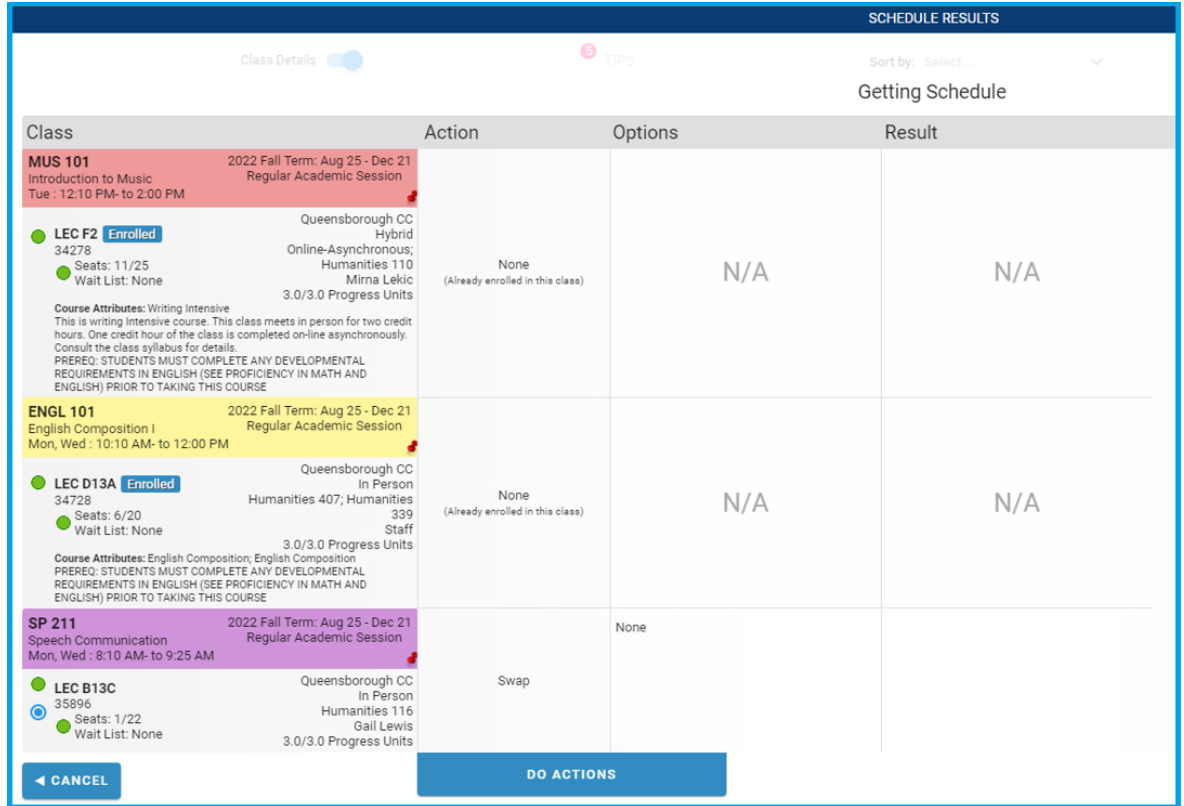
How to Swap a Course via Schedule Builder

Step	Action
1	Sign into CUNYfirst (https://home.cunyfirst.cuny.edu) with your CUNYfirst UserName and Password.
2	<p>A - Select Student Center</p>  <p>B - Select Schedule Builder</p> 
3	<p>1- Click on the dropdown next to the class number 2- Choose the section you would like to swap for</p> 

4

Once Schedule Confirmed Click “Get Schedule” and “Do Actions”


This is in the bottom right.



The screenshot shows the 'SCHEDULE RESULTS' page with a table of classes. The table has four columns: Class, Action, Options, and Result. Three classes are listed: MUS 101, ENGL 101, and SP 211. Each class entry includes details like term, session, and instructor. The 'Action' column shows 'None' for MUS 101 and ENGL 101, and 'Swap' for SP 211. The 'Options' column shows 'N/A' for the first two and 'None' for the third. The 'Result' column shows 'N/A' for the first two. At the bottom of the table, there is a 'CANCEL' button on the left and a 'DO ACTIONS' button on the right.

Class	Action	Options	Result
MUS 101 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session Introduction to Music Tue : 12:10 PM- to 2:00 PM Queensborough CC Hybrid 34278 Online-Asynchronous; Humanities 110 Mirna Lekic 3.0/3.0 Progress Units Course Attributes: Writing Intensive This is writing intensive course. This class meets in person for two credit hours. One credit hour of the class is completed on-line asynchronously. Consult the class syllabus for details. PREREQ: STUDENTS MUST COMPLETE ANY DEVELOPMENTAL REQUIREMENTS IN ENGLISH (SEE PROFICIENCY IN MATH AND ENGLISH) PRIOR TO TAKING THIS COURSE	None (Already enrolled in this class)	N/A	N/A
ENGL 101 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session English Composition I Mon, Wed : 10:10 AM- to 12:00 PM Queensborough CC In Person 34728 Humanities 407; Humanities 339 Staff Wait List: None 3.0/3.0 Progress Units Course Attributes: English Composition; English Composition PREREQ: STUDENTS MUST COMPLETE ANY DEVELOPMENTAL REQUIREMENTS IN ENGLISH (SEE PROFICIENCY IN MATH AND ENGLISH) PRIOR TO TAKING THIS COURSE	None (Already enrolled in this class)	N/A	N/A
SP 211 2022 Fall Term: Aug 25 - Dec 21 Regular Academic Session Speech Communication Mon, Wed : 8:10 AM- to 9:25 AM Queensborough CC In Person 35896 Humanities 116 Gail Lewis 3.0/3.0 Progress Units	Swap	None	

Then click “Do Actions” at the bottom of the page:



A close-up view of the bottom of the page showing two buttons: a 'CANCEL' button on the left and a 'DO ACTIONS' button on the right. The 'DO ACTIONS' button is highlighted with a red rectangular border.