Instructions for students to swap a course

1. Log into Galaxy and select ‘Orion Student Center’ from your Orion Self-Service menu.

2. Select the ‘Manage Classes’ Tiles.

3. Select ‘Swap Classes’
4. Select the term and click ‘Continue’.

5. Select which course from your schedule you want to drop in the ‘Select from your schedule’ dropdown box. Then, search for the course you want to swap it with by using the Class Search function or by entering the Class Nbr.
a. If you use the Class Search function, Galaxy will allow you to search for courses by subject and course number.

b. Once you find the course you wish to enroll in, click ‘Select’.
6. This screen will display the information for the course you are attempting to enroll in. Verify that this information is correct and select ‘Next’.

7. Confirm your swap and click on ‘Finish Swapping’.
8. You should receive a green check mark in the status field and a message that the class was successfully replaced.