How To: Swap a Class

Swapping a class allows you to drop a class and add another at the same time. PAWS will only process the request if both actions can be completed, that way you’re sure to keep your spot in the first class if you are unable to add the second.

1. Go to the Student Center in PAWS, then click the Enrollment Shopping Cart link.

![Student Center GUI](image-url)
2. Click on the “swap” sub-tab towards the top of the page.

Select the class you wish you drop from the “Swap This Class” drop down options.

Search, select, or enter the class you wish to add from the “With This Class” options, then click on search, select, or enter depending on the option you’re using.

If swapping a class through PAWS is not possible or requires permission granted outside of the PAWS system, you may add and drop the classes via the Registration Change (Add/Drop) Form: uwm.edu/onestop/formsdocuments
3. On the next screen, confirm your selections, then click **Finish Swapping**.

4. If your enrollment request was successful, you will see a green check mark (success) under the Status column. If your request was unsuccessful, you will see a red X (errors) and an error message will be displayed.