How-To Conditional Swap

Step 1
Log into your MySSU

Step 2
Click on Student Center

Step 3
Click on Enroll
Step 4
Click on the swap tab

Step 5
Make sure you have the correct class selected from your current schedule

Step 6
Search for a desired class you want to swap with using the “Class Search” option, OR if a desired class is already in your Shopping Cart, use the “Select from Shopping Cart” option. There is also an option to search by Class Number if you know it.
Step 7

Proceed with the Conditional Swap until you see a Green Checkmark, if you see a Red X then the Swap did not go through!

If the Swap does not go through, read the description that appears above the Red X for the reasons(s) why the swap was not appropriate, and search for a class that will work instead.

Once you swap you can’t undo it!!!