Student Peer Advising How-To’s:

Conditional Swaps

**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.

![Swap Class Image]

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!!!