1. Log into Student Self Service (SiS). If you have forgotten your password, you can reset it by using mypassword.uml.edu. After logging in, the Student Center page should be displayed.

2. Under the Academics heading, select Enrollment.
3. Select the term you wish to swap the class and continue.

Select Term

4. The Select a class to swap page allows you to select the course you want to swap and also select the course you want to swap it with.

5. Search for a class you want by following the initial steps of Enrollment: Add process and add it to the shopping cart.

6. Select the option and select the class you just added into your shopping cart.

7. Click the **finish swapping** button to finish the swapping process.