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**

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Fall</td>
<td>Online &amp; Continuing Education</td>
<td>University of Mass Lowell</td>
</tr>
<tr>
<td>2019 Winter</td>
<td>Online &amp; Continuing Education</td>
<td>University of Mass Lowell</td>
</tr>
<tr>
<td>2019 Spring</td>
<td>Online &amp; Continuing Education</td>
<td>University of Mass Lowell</td>
</tr>
</tbody>
</table>

   **Continue**

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.

   **Swap a Class**

   1. **Select a class to swap**
      - Select the class you wish to swap then select the class you wish to replace it with.

      **Swap This Class**
      - Select from your schedule
      - Enter Class: EECE 5960, Prob & Random Processes

      **With This Class**
      - Search for Class
      - Select from Shopping Cart

   **My 2018 Fall Class Schedule**

   ![Schedule Image]

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 **select from Shopping Cart** option and select the class you just added into your shopping cart.

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