ONE.UF: SWAP A CLASS

This instruction guide will walk you through the process a student goes through in order to swap classes in ONE.UF.

NAVIGATION

Students will use the following navigation to log into ONE.UF:

1. Go to the web address one.uf.edu
2. Click LOG IN
3. Click Log in with GatorLink
4. Enter GatorLink Username and Password
5. Click the LOG IN button

PROCESS

Students will use the following steps to swap a class:

1. Click the Menu icon in the upper left corner of the screen.
2. In the panel, click Registration, then click the Add/Drop/Swap Classes link.
3. Click the View Schedule button.

4. Locate and click on the course you want to swap. Click the Swap icon.
5. Verify this is the course you want to swap, then click the Continue button.

6. Use the Filters to find the course you want to add.
7. Click the Search button.
8. Scroll through the results to find the desired course.
9. Click anywhere in the course row to see the details and available sections.
10. Find the desired section and click the Swap Class button.
11. Verify you have selected the desired courses to **DROP** and **ADD**.
12. Click the **Swap** button.
If the swap was unsuccessful, the drop will not be processed, and you will receive a message below the transaction with an explanation.

In this example, the swap was not successful because the course to be added would put this student over the maximum credits allowed for the term.

FOR ADDITIONAL ASSISTANCE

**Technical Issues**
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

**Policies and Directives**
Office of the University Registrar
352-392-1374
registrar.ufl.edu