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**
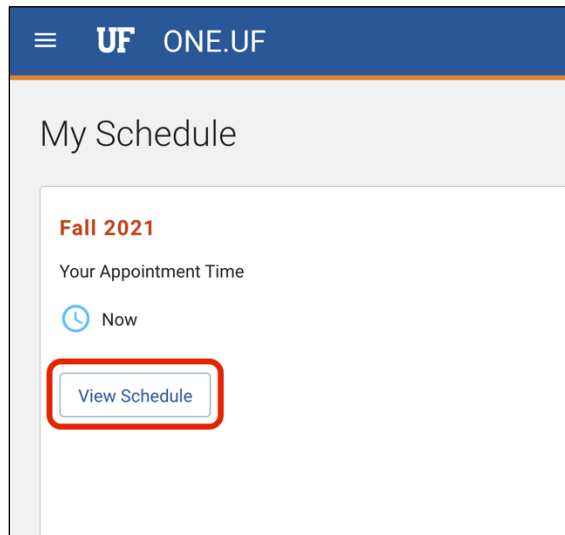5. Click the **LOG IN** button

PROCESS

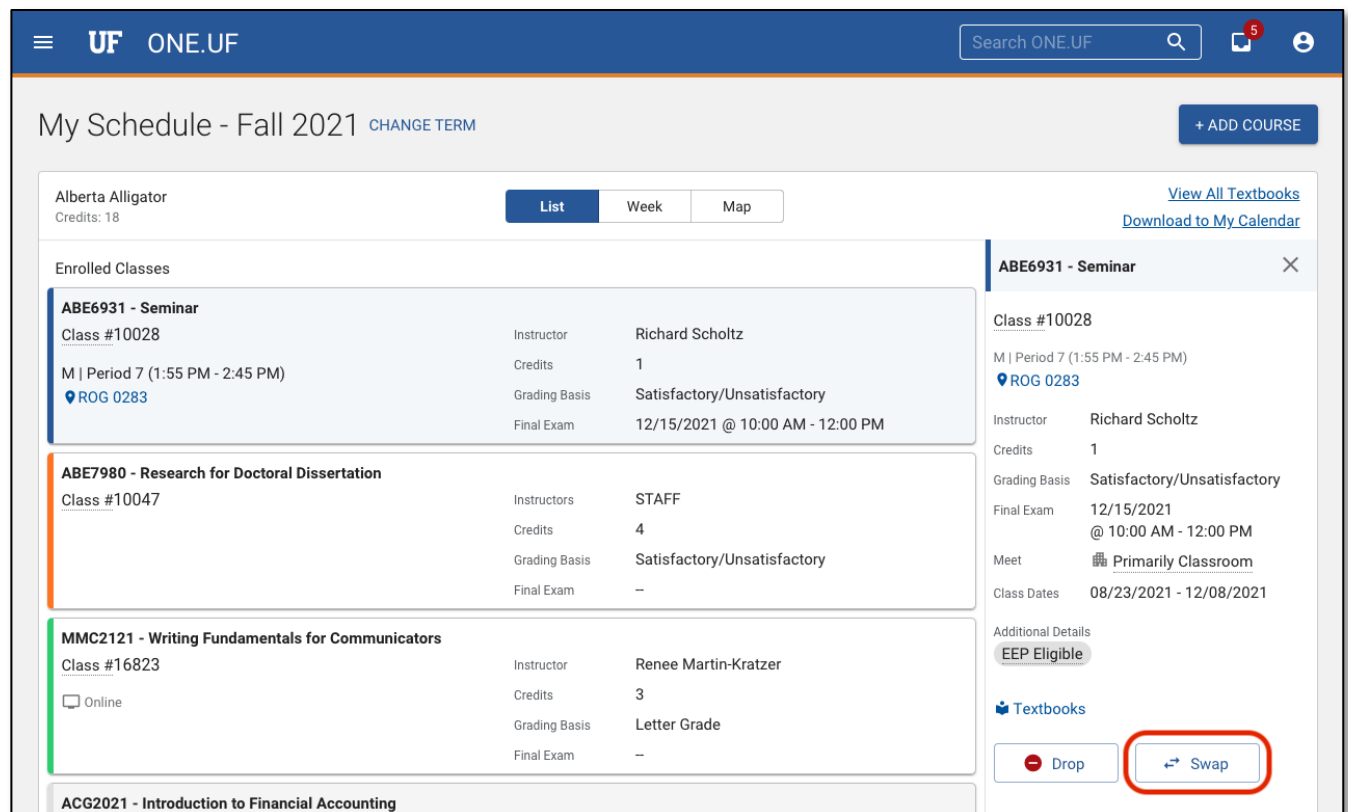Students will use the following steps to swap a class:

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.
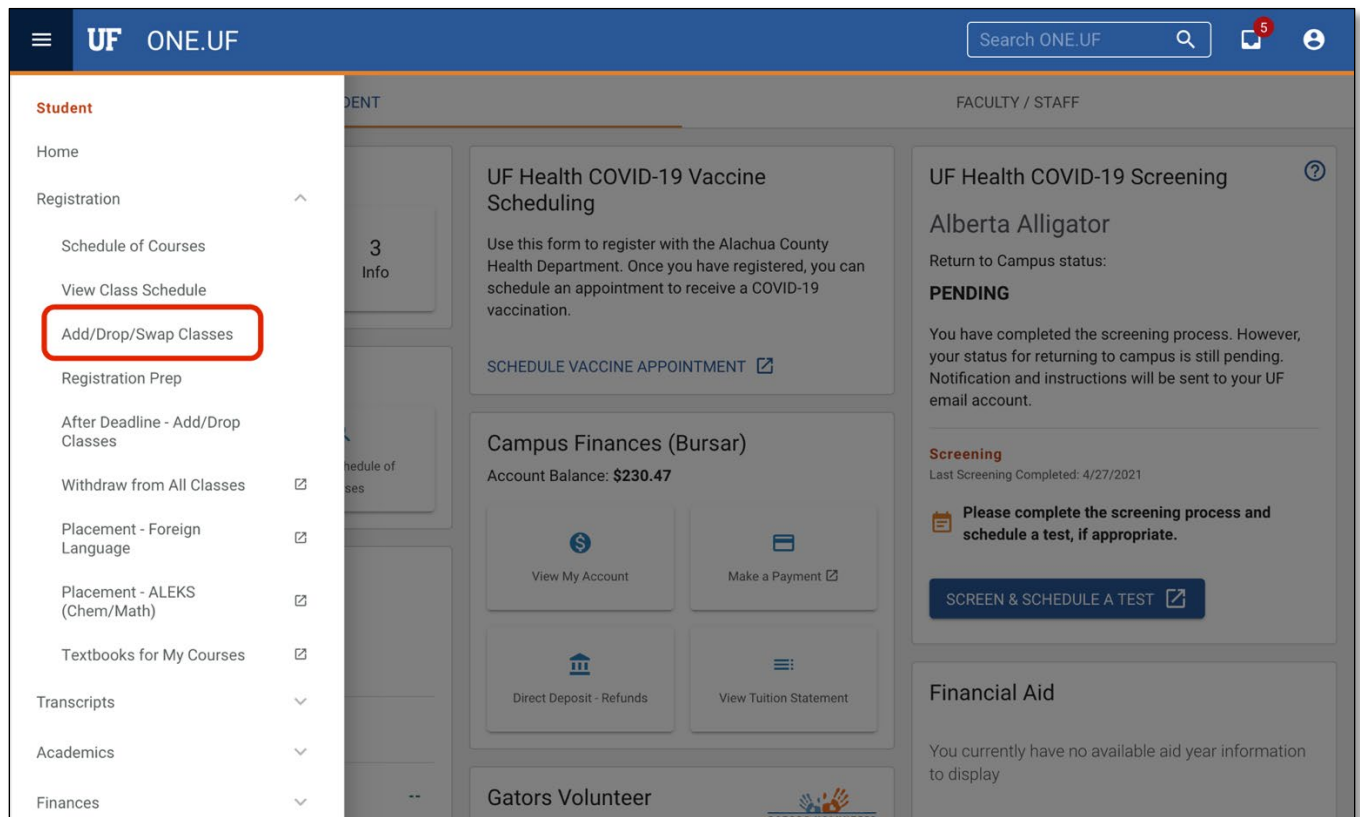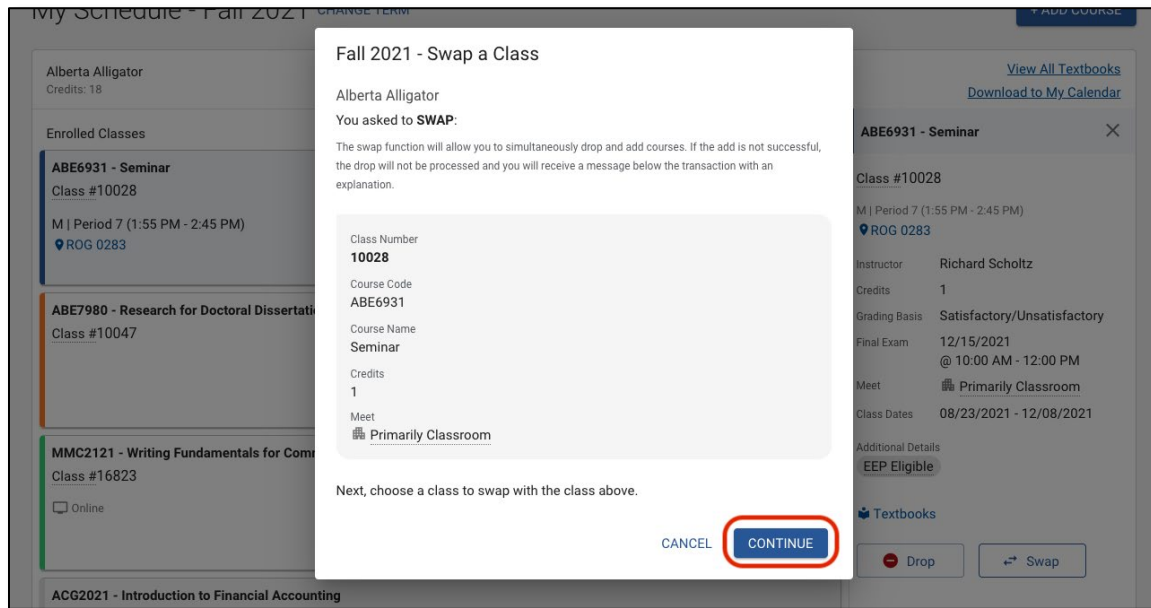
3. Click the **View Schedule** button.

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.
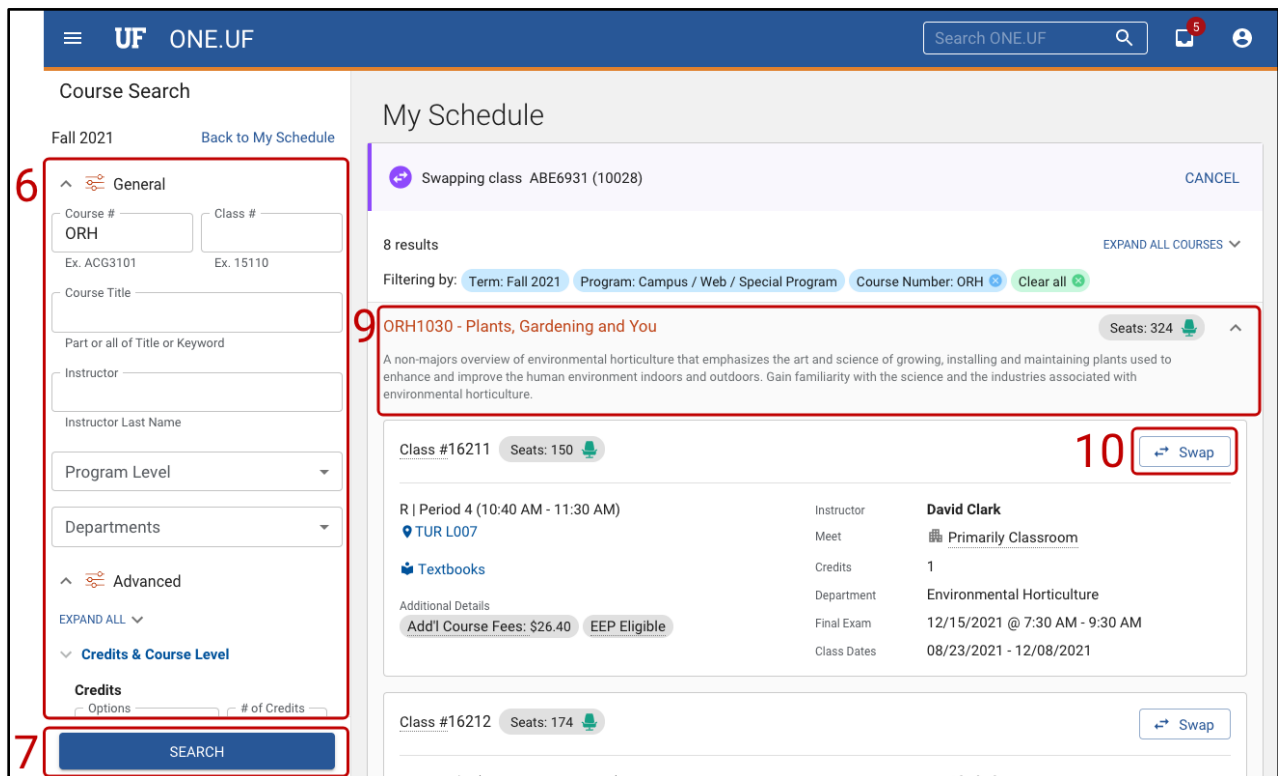
11. Verify you have selected the desired courses to **DROP** and **ADD.**
12. Click the **Swap** button.

Fall 2021 - Swap a Class

Alberta Alligator

You asked to **DROP**:

Class Number
10028

Course Code
ABE6931

Course Name
Seminar

Credits
1

Meet
Primarily Classroom

You asked to **ADD**:

Class Number
16211

Course Code
ORH1030

Course Name
Plants, Gardening and You

Credits
1

Meet
Primarily Classroom

Are you sure you want to **SWAP** the class above?

CANCEL   SWAP

This message indicates the swap was successful.

This message indicates the swap was unsuccessful.

Fall 2021 - Swap a Class

✓ The following class was **DROPPED** successfully

Class Number
10028

Course Code
ABE6931

Course Name
Seminar

Credits
1

Meet
Primarily Classroom

✓ The following class was **ADDED** successfully

Class Number
16211

Course Code
ORH1030

Course Name
Plants, Gardening and You

Credits
1

Meet
Primarily Classroom

View Schedule

Fall 2021 - Swap a Class

❗ The following class was **NOT DROPPED** successfully

Class Number
10028

Course Code
ABE6931

Course Name
Seminar

Credits
1

Meet
Primarily Classroom

❗ The following class was **NOT ADDED** successfully

Class Number
10169

Course Code
AEB7184

Course Name
Production Economics

Credits
3

Meet
Primarily Classroom

The following error occurred:
Unable to add this class - term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term.

CLOSE

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