1. **Log into NOVAConnect** by clicking **My NOVA** on the NOVA home page.
2. Click **VCCS90:Student Information System**.
3. Click **Self Service**.
4. Click **Student Center**.
5. In the Academics section, click Enroll and choose **Swap**.

```
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.
```

```
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Swap This Class
Select from your schedule: ART 221: Drawing III

With This Class
Search for Class: Class Search
Enter Class Nbr
```

6. **Select the class in your schedule** that you want to swap out from the drop-down menu.
7. Choose **Search for Classes** and click the **search** button.

```
Swap a Class
1. Select a class to swap - Enrollment Preference

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CHI 202 - Interm. Chinese II

Class Preferences

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<th>CHI 202-00IN</th>
<th>Lecture</th>
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Section Component Days & Times Room Instructor Start/End Date

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