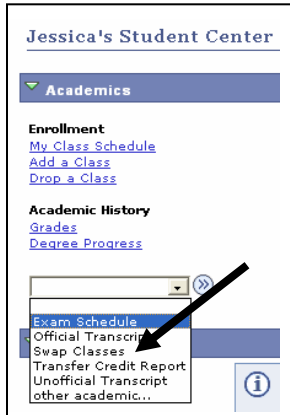

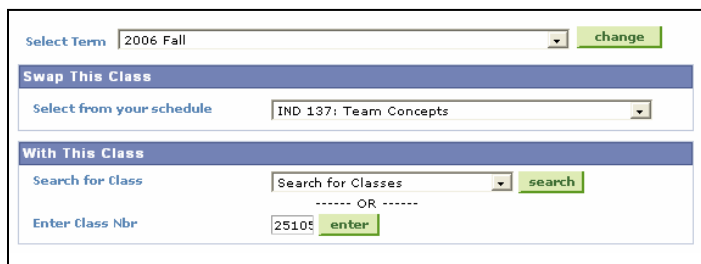


## Swap Classes

- Log on to MECC webpage [www.mecc.edu](http://www.mecc.edu).
- Click on **MECC Online** to go to the MECC *Online* information page.
- Click on the **MECC Online Login** button.
- Enter your User Name and Password.
- Click on **VCCS SIS8.9 – Student Information System**
- Click **Self Service**.
- Click **Student Center**.
- Click the drop-down box under Academics and select **Swap Classes**.



- Click the  **GO** button next to Swap Classes
- Select a class you wish to swap from in Step 1.
- **Enter Class Nbr** of the class you wish to swap to. If you do not know the Class Nbr you may **Search for Class** and then **Enter Class Nbr**.
- Click the **ENTER** button.

A screenshot of a web form titled "Swap This Class". At the top, there is a "Select Term" dropdown set to "2006 Fall" with a "change" button. Below this is a section "Swap This Class" with a "Select from your schedule" dropdown set to "IND 137: Team Concepts". Underneath is a section "With This Class" containing a "Search for Class" dropdown set to "Search for Classes" with a "search" button, and an "Enter Class Nbr" field with "25105" and an "enter" button. There is also an "OR" option between the search and enter fields.

- Follow on screen instructions and click the 'green' **NEXT** button until you get to Step 2 to **Confirm your Selection**.
- Click the **Finish Swapping** button to proceed to Step 3.
- **View Results** in Step 3.
- Click the **My Class Schedule** button at the bottom to view and print a copy of your revised class schedule.