



# PS 8.9 QUICK REFERENCE GUIDE

## SWAP A CLASS

---

NAVIGATION IN 8.9: HOME > SELF SERVICE > STUDENT CENTER

---

This document will provide simple instructions for swapping classes via MyTNCC.

1. Log into the **MyTNCC** Portal at <http://www.tncc.edu>. Select **MyTNCC** from the top navigation bar. Log In and Select **VCCS PeopleSoft SIS8.9**.
2. On the **Home** page, select **Self Service > Student Center** and under the drop down box under Enrollment, select **Swap a Class** and click the **blue radio button**.
3. Select the **Term** in which you wish to swap a class from the drop-down menu (For example, Fall 2006) and click "**Change**" if necessary.
4. In the **Swap This Class** box, select the class you wish to swap from your schedule.
5. **Enter** the **class number** for the new class in the **Class Nbr Box** and click **Enter**.
6. Review course information shown, click **NEXT**.
7. On the Confirm Your Selection page, review the class selected to be swapped, and Click on **FINISH SWAPPING** to confirm your selection.
8. Verify that your **SWAP** was successful by checking the Status column.