

Enrollment: Swap Classes

Step 1: Navigate to Swap Classes

Swapping means that you will simultaneously Drop one class and Add another. By doing this transaction as a Swap, the system will not Drop you from the selected class, unless the Add will also be successful. If the system finds that you cannot successfully Drop the selected class and Add the selected class, then neither part of the transaction will be performed.

- From the **Student Center** you may navigate in one of two ways.
 1. Click on the [Enroll](#) link.
 2. Select **Enrollment: Swap** in the *other academic* dropdown

Paul's Student Center

The screenshot shows the 'Academics' section of the Student Center. A dropdown menu is open under 'other academic...', with 'Enrollment: Swap' highlighted. Red circles with numbers 1 and 2 indicate the steps: 1. Click on the 'Enroll' link in the top navigation bar. 2. Select 'Enrollment: Swap' in the dropdown menu.

Step 2: Select Term for Swap a Class Page

- If you have active registration for more than one term, you will need to select the radio button for the **Term** of your choice on the **Select Term** page. Then click the **Continue** button.
- If you only have one active term, you will not see this page.

Paul SRTestStudent

The screenshot shows the 'Add Classes' section with a 'Select Term' form. The form has a table with columns for Term, Career, and Institution. The '2010 Fall' row is highlighted with a red box. A 'CONTINUE' button is visible below the table.

Term	Career	Institution
<input type="radio"/> 2010 Spring	Undergraduate	University of Nevada Las Vegas
<input type="radio"/> 2010 Fall	Undergraduate	University of Nevada Las Vegas

Step 2b: Select a class to Swap Page (continued)

- To review your **Class Schedule** for the **Term**, you may expand the **My...Class Schedule** at the bottom of the page by clicking the green arrow icon in the bottom title bar.
- To begin the *Swapping Classes* process, refer to the **Swap This Class** title bar. Beneath it, you will see a dropdown menu that provides you with a list of all the classes that you may swap that are currently on your **Class Schedule** for the **Term**. If the class you wish to swap is not showing in the field already, click the dropdown arrow to select the class you wish to swap.
- Next, refer to the title bar entitled **With This Class**. Here you are selecting the class you wish to ADD.
- You may select the Add class in one of three ways: either **Search for Class** or **Select from Shopping Cart** or **Enter Class Nbr**. For assistance with the "Search for Class" procedure, refer to the Self Service Add guide.
- Use the **Search for Class** dropdown if you don't already know the 5-digit **Class Number** of the class for which you wish to swap into.
- Use the **Enter Class Nbr** field if you already know the 5-digit **Class Number** of the class you wish to swap into.

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.

2010 Fall | Undergraduate | University of Nevada Las Vegas change term

Swap This Class

Select from your schedule CS 115: Introduction to Computers ▼

AAD 400: Clinical Internship

CS 115: Introduction to Computers

With This Class

Search for Class Main Content search

----- OR -----

Select from Shopping Cart ▼ select

----- OR -----

Enter Class Nbr enter

My 2010 Fall Class Schedule

✔ Enrolled
 ✘ Dropped
 ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
AAD 400-01 (10023)	Clinical Internship (Lecture)	TBA	TBA	Staff		✔
	Introduction to	MoTuWe				

Step 2c: Select a class to Swap Page (continued)

- Once you have selected your classes to swap from and to, click the **Select** or **Enter** buttons to proceed with the **Swap** transaction.

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.

2010 Fall | Undergraduate | University of Nevada Las Vegas [change term](#)

Swap This Class

Select from your schedule

With This Class

Search for Class [search](#)

----- OR -----

Select from Shopping Cart [select](#)

----- OR -----

Enter Class Nbr [enter](#)

[My 2010 Fall Class Schedule](#)

Step 3: Confirm your selection for Swap a Class Page

- Next you will see a page requesting you to **Confirm your selection** for the Swap. If you wish to continue the *Swap a class* transaction, click the **Finish Swapping** button toward the bottom of the page.
- If you do not wish to proceed with the *Swap a class* transaction, click the **CANCEL** button.

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go to ...

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

[my class schedule](#) | [add](#) | [drop](#) | [swap](#) | [edit](#) | [term information](#)

Swap a Class

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

2010 Fall | Undergraduate | University of Nevada Las Vegas

You are replacing this class

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
CS 115-1001 (10001)	Introduction to Computers (Lecture)	MoTuWe 11:30AM - 12:45PM	TBA	Staff	3.00	<input checked="" type="checkbox"/>

With this class [Main Content](#)

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ART 102-1001 (10005)	Drawing II (Lecture)	MoTuWe 3:00PM - 4:00PM	TBA	Staff	3.00	<input checked="" type="checkbox"/>

[CANCEL](#) [FINISH SWAPPING](#)

Step 4: View results Page for Swap a Class

The **View results** page provides you with the results of your Swap request.

- In the center of the page is a key that shows the following:
 - **green check mark** indicates **Success: Classes were swapped**.
 - **red X** indicates **Error: Unable to swap class**.
- If the **Status** is **Success** (green checkmark), as in the example to the right, the *Swap a class* transaction was successful. You were Dropped from the first class and Added to the second class. To view your **Class Schedule**, click the **MY CLASS SCHEDULE** button.
- If the **Status** is **Error** (red X), the Swap was not successful for the reason given. In this instance you will not be dropped from the class you were hoping to swap out (e.g. CS 115). To view your **Class Schedule**, click the **MY CLASS SCHEDULE** button.

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go to ...

Search Plan Enroll My Academics
my class schedule || add || drop || swap || edit || term information

Swap a Class

1 2 3

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

2010 Fall | Undergraduate | University of Nevada Las Vegas

✓ Success: Classes were swapped ✗ Error: Unable to swap class

Class	Message	Status
Swap CS 115 with ART 102	Error: You have a hold on your record. The hold on your record must be removed before this transaction can be processed.	✗

MY CLASS SCHEDULE