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

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.
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.
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.

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.

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 | CS 115: Introduction to Computers |

With This Class

| Search for class | Class Search |

| Select from Shopping Cart | ART-102-1001-LEC (10005) |

| Enter Class Nr | |

My 2010 Fall Class Schedule

Paul SRTStudent

Swap a Class

2. Confirm your selection

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

You are replacing this class

- Enrolled
- Dropped
- Wait Listed

With this class

- Open
- Closed
- Wait List

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.

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.

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swap CS 115 with ART 102</td>
<td>Error: You have a hold on your record. The hold on your record must be removed before this transaction can be processed.</td>
<td>✗</td>
</tr>
</tbody>
</table>

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