This job aid contains instructions for Swapping Courses for a student using the quick enroll page.

**Navigation:** NavBar > Records and Enrollment > Enroll Students > Quick Enroll a Student

1. Click the **Add a New Value** tab.
2. On the **Search Page**, enter the following:
   a. **ID:** Enter the student’s ID.
      
      **Note:** Within Campus Solutions, the ‘A’ in student IDs (APID) has been replaced with a ‘1.’ For example, legacy SIS ID A123456789 will be 1123456789 in Campus Solutions.
   b. **Academic Career:** Select the career in which the student is seeking to enroll. The options available will be specific to what the student is allowed.
   c. **Academic Institution:** Defaults to MSU55.
   d. **Term:** Type in the 4-digit term. Notice when you enter the first few characters, a list will begin to populate. Select a term from the list.

3. Click **Add**.

   The **Quick Enrollment** page will open.
4. **Action**: Click the drop-down and select **Swap Courses**.

5. **Class Nbr**: Enter the 5-digit class number you want to **swap out**. If you do not know the class number:
   a. Click the **look-up** button. The student’s current Enrollment Listing will appear.
   
   ![Enrollment Listing]

   b. Click the **Checkbox** for the class you wish to **swap out**. **(Note)**: It is necessary to click the checkbox even if it appears to be checked already).

   Once you select a class, the Quick Enrollment page will reappear, and the **Class Number** will now be populated.

6. **Change To**: Enter the 5-digit class number you want to **swap in**. If you do not know the class number:
   a. Click the **look-up** button. The Class Search page will appear where you will enter search criteria for the class:
i. **Subject**: Click the drop-down and select a subject.

ii. **Course Number** *(Optional)*: Enter course number into the box on the right.

iii. **Course Career**: Click the drop-down and select a career (e.g., *Undergrad*).

iv. Click **Search**.

The Search Results will provide details for each of the class sections, including Class Number, Days & Times, Instructor, etc.

v. Click **Select** for the desired course.

Once you select a class, the Quick Enrollment page will reappear and the **Change To** class number and other details will now be populated.
7. Click Submit.

The Swap Courses action will now show Success.

Note: If the action shows Error, click the error link to view the message text explaining why the swap could not be completed (e.g., Requisites not met), and make the necessary override on the General Overrides or Class Overrides tab.

If you need to complete additional actions for the student at this time, click the [+] Add a Row.

Note: If the action shows Error, click the error link and view the message text (e.g., Requisites not met). Please refer to the Student Permissions job aid for instructions on entering class overrides.