



STUDENT GUIDE

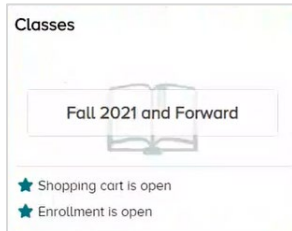
Enrollment: Swap Classes

03/29/2021

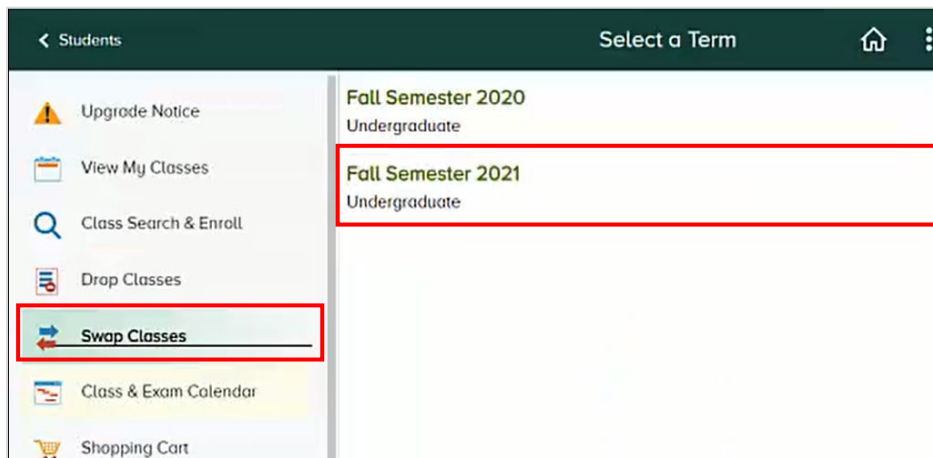




Enrollment: Swap Classes



1. From the student home page, click the **Classes** tile.
The **Manage Classes** page will open with a list of menu items on the left.
2. Click **Swap Classes** from the left-side menu.



3. Select the **Semester**. The **Swap Classes** page will open.
4. In the **Swap This Class** section, click the drop-down and select the course you no longer wish to keep.



The screenshot shows the 'Swap Classes' interface. On the left is a navigation menu with options like 'Upgrade Notice', 'View My Classes', 'Class Search & Enroll', 'Drop Classes', 'Swap Classes' (highlighted), 'Class & Exam Calendar', 'Shopping Cart', 'Planner', 'Enroll by My Requirements', and 'Enrollment Dates'. The main content area is titled 'Swap Classes' and includes a 'Search' button. Below the title, it says 'Select the class you wish to swap then select the class you wish to replace it with.' There are three sections: 'Swap This Class' with a dropdown menu (circled in red), 'With This Class' with a 'Search for Classes' section containing three options: 'Class Search' (with a dropdown arrow circled in red), 'Select from Shopping Cart', and 'Enter Class Number'.

5. **With This Class:** You have three options to search for a replacement class:

A. **Option 1 – Class Search:** Click the drop-down to search the Course Catalog.

This screenshot is similar to the previous one but highlights the 'Class Search' dropdown menu in the 'With This Class' section with a red circle. The 'Swap This Class' dropdown is also visible but not highlighted.

- i. Click the **Search** in the top right corner
- ii. Enter a **keyword** (e.g. course, subject, class or topic)

A close-up of the 'Search For Classes' input field. The text 'mth' is entered into the search box. To the right of the search box is a search arrow button, which is highlighted with a red box.

- iii. Click the **Go** arrow.
- iv. Select a class from the search results list.
- v. On the **Course Information** page, select a course offering.
- vi. Complete **Step 1 of 3: Review Class Selection** and click **Next**.



Class	Session	Meeting Dates	Days and Times	Seats
Class Comp Lecture - Class Sect 025 - Class Nbr 20880	Regular Academic Session	09/01/2021 - 12/12/2021	Tuesday Thursday 4:10PM to 5:30PM	Open Seats 32 of 32

vii. Complete **Step 2 of 3: Review Class Preferences:**

- **Enroll** or **Add to Shopping Cart?** The **Enroll** option will default
- **Add to waitlist if class is full? Yes or No**
- Click **Accept**.

Do you wish to enroll or add the class to your Shopping Cart?

Enroll
 Add to Shopping Cart

Add to waitlist if class is full? No

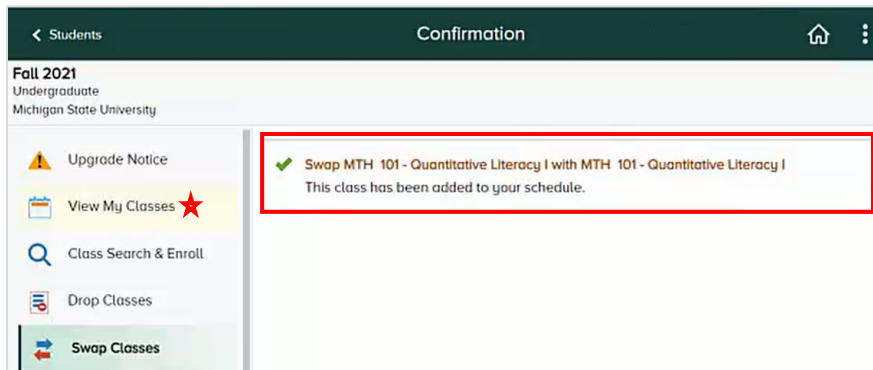
viii. Complete **Step 3 of 3: Confirm Class Swap.**

- **Confirm** replaced class.
- **Confirm** new class.
- Click **Submit** and click **Yes** on the pop-up confirmation.

Class	Session	Meeting Dates	Days and Times	Seats
Class Comp Recitation - Class Sect 001 - Class Nbr 20856	Regular Academic Session	09/01/2021 - 12/12/2021	Thursday 8:30AM to 9:50AM	Open Seats 30 of 31
Class Comp Lecture - Class Sect LEC7 - Class Nbr 20885	Regular Academic Session	09/01/2021 - 12/12/2021	Tuesday 8:30AM to 9:50AM	Open Seats 246 of 247

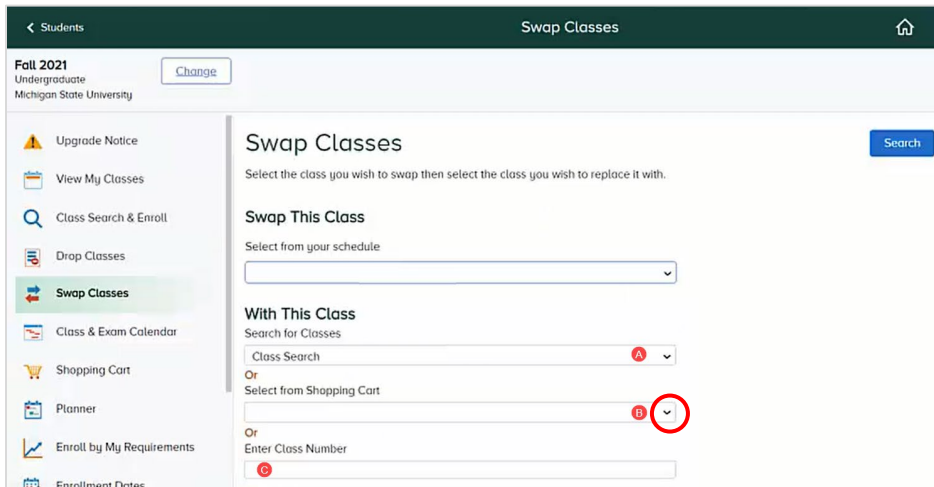
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Class Comp Lecture - Class Sect 025 - Class Nbr 20880	Regular Academic Session	09/01/2021 - 12/12/2021	Tuesday Thursday 4:10PM to 5:30PM	Open Seats 32 of 32

A **Confirmation** page will appear with a green checkmark indicating that the class has been swapped.



Note: You can also click **View my Classes** on the left-side menu to see an updated class list.

- B. **Option 2 – Select from Shopping Cart:** Click the drop-down and select from the list of classes previously added to your Shopping Cart.



- C. **Option 3 – Enter Class Number** for the course you want to take.