



# STUDENT GUIDE

Enrollment: Swap Classes

*09/26/2023*

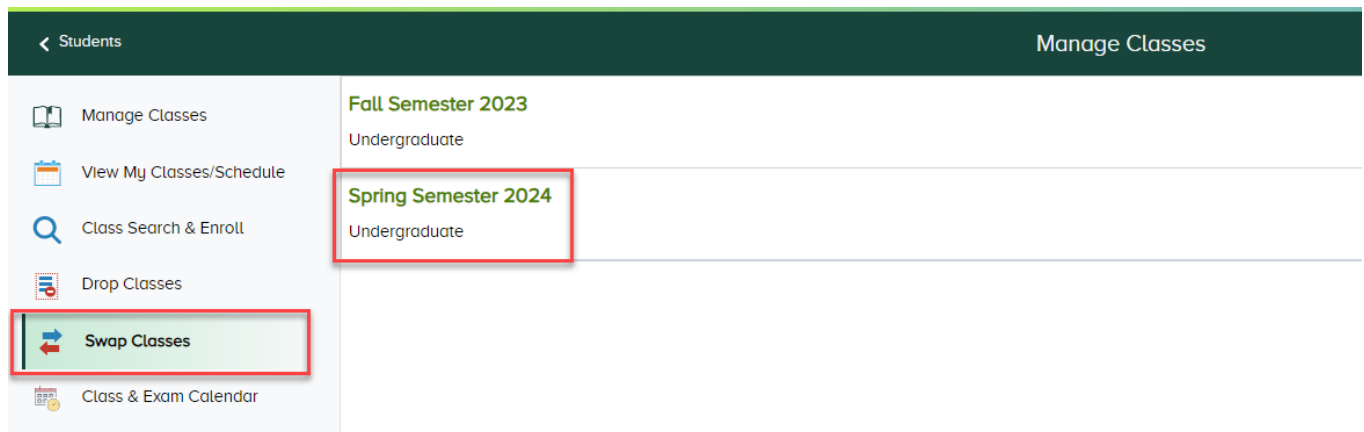




## Enrollment: Swap Classes



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 navigation.
3. Select a 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.



5. In the **With This Class** section, you have two options to search for a replacement class:

**Option 1 – Select from Shopping Cart:** Click the drop-down to choose a course from your Shopping Cart. Click **Swap**.

You will be taken right to the **Step 3 of 3: Confirm Class Swap** page. Review your selections and click **Submit**. Click **Yes** on the pop-up confirmation.



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Step 3 of 3: Confirm Class Swap

You are replacing this Class

**KIN 101N** Intro to Stand-up Paddleboarding, Kayaking & Canoeing

Class	Session	Meeting Dates	Days and Times	Seats
Class Comp Laboratory - Class Sect 730 - Class Nbr 16584	Regular Academic Session	01/08/2024 - 04/19/2024	To be Announced	Open Seats 29 of 30

With this Class

**AFRE 100** Decision-making in the Agri-Food System

Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Class Comp Lecture - Class Sect 001 - Class Nbr 12121	Regular Academic Session	01/08/2024 - 04/19/2024	Tuesday Thursday 1:00PM to 2:20PM	Open Seats 150 of 150

Class Preferences

Submit

A confirmation page will appear with a green checkmark indicating the class has been swapped.

Students Manage Classes

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Manage Classes View My Classes/Schedule

✓ Swap KIN 101N - Intro to Stand-up Paddleboarding, Kayaking & Canoeing with AFRE 100 - Decision-making in the Agri-Food System  
This class has been added to your schedule.

**Option 2 – Search for Class:** Click the **Search for Class** button to utilize the Class Search.

Students Manage Classes

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Manage Classes View My Classes/Schedule Class Search & Enroll Drop Classes Swap Classes Class & Exam Calendar Shopping Cart Planner Enroll by My Requirements

### Swap Classes

Select the class you wish to swap then select the class you wish to replace it with.

### Swap This Class

Select from your schedule

AFRE 130: Farm Management I (12122)

With This Class

Select from Shopping Cart

Or

Search for Class



Enter a **Subject (Recommended)** and **Catalog Nbr** if you wish (not required).  
Or enter a keyword (e.g., course, subject, class, or topic) in the **Search** bar.  
Click the **magnifying glass** to search.

← Swap Classes Manage Classes

Spring 2024

Clear Filters

**Search**

Class Status

No Show Open Classes Only

Days

Times

Instructors

Additional Search Filters

**Search**

Search for Classes

Subject (Recommended)  Catalog Nbr

Search  🔍

Use the filters on the left and/or enter keywords above. The following fields will be searched for keywords:

- subject and catalog number (e.g., MTH101)
- course title, description and topic
- instructor last name
- class number
- campus and location
- Enrollment and Registration

Select a class from the search results list.  
On the **Class Information** page that opens, click **Select for Swap**.

**Class Information**

Details
Availability
Textbooks

KIN (Kinesiology) 101N: Intro to Stand-up Paddleboarding, Kayaking & Canoeing

Spring Semester 2024

**Laboratory**

Section 730 / Class Nbr 16584 ● Open

Open Seats: 30

Days & Times	Schedule	Location/Instructor/Instruction Mode
To Be Announced	1/8/2024 - 4/19/2024	Arranged Instructor: Online Asynchronous

Select for Swap

**Class Notes**

Sec 730-This asynchronous class provides learning materials and requirements for interaction with faculty and other students, including deadlines for completion of learning objectives and testing. Learn how to move on Water. This section will be delivered in an ONLINE format which you can complete at your own pace. This course will be fun, interactive AND educational while providing you with the knowledge base from which to safely pursue SUP, kayaking and canoeing. The lab fee has been reduced to \$95 for the fully online class. Section fees are generally non-refundable. For

Complete **Step 1 of 3: Review Class Selection** and click **Next**.

× Exit Swap Classes Next >

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**1** Review Class Selection Complete

**2** Review Class Preferences Not Started

**3** Confirm Class Swap Not Started

**Step 1 of 3: Review Class Selection**

You have selected

KIN 101N Intro to Stand-up Paddleboarding, Kayaking & Canoeing

Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Class Comp Laboratory - Class Sect 730 - Class Nbr 16584	Regular Academic Session	01/08/2024 - 04/19/2024	To be Announced	Open Seats 30 of 30



### Complete **Step 2 of 3: Review Class Preferences:**

- Add to waitlist if class is full? **Yes** or **No**.
- Click **Accept**.

The screenshot shows the 'Swap Classes' interface for Spring 2024. The progress bar indicates Step 2 of 3 is 'In Progress'. The main content area shows 'KIN 101N Intro to Stand-up Paddleboarding, Kayaking & Canoeing' with a 'Class Comp Laboratory - Class Sect 730 - Class Nbr'. Below this, there is a toggle switch for 'Add to waitlist if class is full?' set to 'No'. An 'Accept' button is visible in the top right corner.

### Complete **Step 3 of 3: Confirm Class Swap:**

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

The screenshot shows the 'Swap Classes' interface for Spring 2024. The progress bar indicates Step 3 of 3 is 'Visited'. The main content area shows 'KIN 101A Swimming I' and 'You are replacing this Class'. Below this, there is a table with columns: Class, Session, Meeting Dates, Days and Times, and Seats. The table contains one row: 'Class Comp Laboratory - Class Sect 001 - Class Nbr 16582', 'Regular Academic Session', '01/08/2024 - 04/19/2024', 'Monday Wednesday 3:00PM to 3:50PM', and 'Open Seats 14 of 15'. Below the table, there is a section 'With this Class' for 'KIN 101N Intro to Stand-up Paddleboarding, Kayaking & Canoeing' with 'Option Status Open'. Another table with the same columns contains one row: 'Class Comp Laboratory - Class Sect 730 - Class Nbr 16584', 'Regular Academic Session', '01/08/2024 - 04/19/2024', 'To be Announced', and 'Open Seats 30 of 30'. A 'Submit' button is visible in the top right corner.

A confirmation page will appear with a green checkmark indicating the class has been swapped.



[← Students](#) Manage Classes

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Manage Classes

View My Classes/Schedule

Class Search & Enroll

✓ **Swap KIN 101A - Swimming I with KIN 101N - Intro to Stand-up Paddleboarding, Kayaking & Canoeing**  
This class has been added to your schedule.

**Note:** You can also click **View my Classes/Schedule** on the left navigation to see an updated class list.