Enrollment Swap

The swap class function is used to switch one course number for another course number. For example, a PSY 201 course can be swapped for an American History 107 course. This is accomplished by:

Selecting the “Enrollment Swap” option on the drop down box located in the Academics Area. Then click on the blue go button.

You may then be prompted for a term to select. Select the appropriate term and hit “Continue”.

Next, select the course from your current schedule in the drop down box. In this example, we’ll select “PSY 101 LEC: Introductory Psychology.”
Next, either search for another course via the search button, or enter the Class Number. In this example, the student is going to do a class search for a Tuesday – Thursday American Studies 107 class section. In the area that starts with “With This Class” click the search button.

If the student knows the class number, they can enter it in the appropriate field and click “enter”.

In the Course Subject field select the button “select subject”.

From the alphabet at the top, select the first letter of subject. For our example we need to ensure we are looking at the “A” subjects.

Next select AMS from the list of subject list.
You are then returned to the Class search screen. For the course number, type “107” in the search field and then click the “Search” button.

The results of the search will appear. You can then select from the results which class section you want to swap by clicking the on the “Select Class” button.

In our example, we were trying to find a Tuesday – Thursday American Studies 107 course. Click on the “select class” button.

You have now entered the “Swap a Class” stage. Notice you are now on Step 1 of a three step process. Click the Next button.
Step 2 will show the class you are enrolled in, as well as the new class you want to swap. If this looks correct, click “Finish Swapping”.

Step 3 is your confirmation that the swap was successful. If you see a green check, you have successfully completed the swapping of classes.

You have successfully swapped one class section for another class section.

This concludes this tutorial.