

Q. I want to change sections of a course, but I don't want to drop the section that I have unless I know I can add the other section. How do I do that?

- You can change sections of a course, or 'swap' one course on your schedule with another from your shopping cart by using the 'Swap a Class' function. Note the "Swap" tab at the top of the menu.

In the example below, a student wants to swap SOC 101, which she is already registered in, for a GEOLOGY 101 class that she has in her shopping cart. Basically, the swap is like a drop and an add process all in one step.

This student didn't want to drop the SOC class until she knew that her add into GEOLOGY would be completed.

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Swap a Class

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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

WITH THIS CLASS

Search for Class

----- OR -----

Select from Shopping Cart

----- OR -----

Enter Class Nbr

MY 2012 FALL SEMESTER CLASS SCHEDULE

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- Like other registration changes, you will now Confirm your selection and Finish Swapping:

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Swap a Class

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2. Confirm your selection

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

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YOU ARE REPLACING THIS CLASS

✔ Enrolled ✘ Dropped ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
SOC 101-03 (20656)	Intro to Sociology (Lecture)	MoWeFr 1:10PM - 2:00PM	Phys Ed Bldg136	Staff	3.00	✔

WITH THIS CLASS

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
GEOLOGY 101-02 (3223)	Introduction to Geology (Lecture)	MoWeFr 1:10PM - 2:00PM	Webster Phys Sci Bldg 16	Staff	4.00	●
GEOLOGY 101-02L (3222)	Introduction to Geology (Laboratory)	Tu 9:10AM - 12:00PM	Webster Phys Sci Bldg 138	Staff		●

Cancel
Finish Swapping

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- You will then be able to View the results. Note that the green check mark under the status shows that the swap was successful.

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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.

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✔ Success: Classes were swapped ✘ Error: Unable to swap class

Class	Message	Status
Swap SOC 101 with GEOLOGY 101	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✔

My Class Schedule

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