Swapping a Class

To swap one class for another,

1. Go to Manage Student Records > Manage Academic Records > Use > Enrollment Request.

2. Type (or lookup) the
   ▪ Student’s EmplID
   ▪ Student’s Academic Career
   ▪ Academic Institution
   ▪ Term (below)

   Add a New Value

   ID: 00009123
   Academic Career: UGRD
   Academic Institution: NT752
   Term: 1038
   Add

   Find an Existing Value

3. Click Add, and you’ll see the Enrollment Request page with a new row.

4. Choose “Swap Courses” from the Action dropdown list (below).
5. Click next to the **Class Nbr** box to see the student’s current schedule (below).

![Enrollment Request](image)

6. Click next to the class you’d like to swap (below).

![Enrollment Request](image)

You’ll see the class number filled in for you back on the Enrollment Request page.
7. Click next to the Change To box.

8. Type the subject and catalog number of the class you’d like to swap for (below).

9. Click , and you’ll see a list of classes that match your search.
10. Click ✅ next to the class you want to swap (below).

![Enrollment Request]

11. Click **Submit** (below).

![Enrollment Request]

Updated March 3, 2006
Making Sure you Swapped the Class

To make sure you swapped the class,

1. Look at the status messages (below).

   **Enrollment Request**
   
   Enrollment Request ID: 0000012600
   User ID: Ish0014
   Status: Success
   Class: ENGL 5026, 001, Lecture, Screening

2. Scroll to the bottom of the page.

3. Research any “errors” or “message” comments that you see.

4. Click **Study List** to see the student’s complete schedule (below).