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)

   Enrollment Request

   Add a New Value

   ID: 00008123
   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 Listing](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.

![Enrollment Request](image)

**Note** You can type the class number in the **Change To** box if you already know it.

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

![Basic Class Search](image)

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

11. Click Submit (below).
Swapping a Class

Making Sure you Swapped the Class

To make sure you swapped the class,

1. Look at the status messages (below).

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).