

Swap Class Help

1. To begin swapping classes from your classes schedule, use the 'Select from your Schedule' drop down menu.

In Step 1 of 3 you will select the classes you will exchange.

After you select your swap 'from' class, the 'change to' class may be found using either:

- Class Search
- MyPlanner
- Shopping Cart
- Entering the class number directly

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
		edit	term information

Swap a Class

1 2 3

1. Select a class to swap [Swap Class Help](#)

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	AAS 306: African American Politics
With This Class	
Search for Class	Class Search <input type="text"/> <input type="button" value="search"/>
	----- OR -----
Select from Shopping Cart	<input type="text"/> <input type="button" value="select"/>
	----- OR -----
Enter Class Nbr	<input type="text"/> <input type="button" value="enter"/>

2. Choose your enrollment preferences on this page.
At the end of step 1 be sure to check:
 - Section
 - Day/time
 If the class has a wait list you may select that option here.
Click NEXT to continue.

You WILL NOT be automatically enrolled from a waitlist.
You must contact the department to complete enrollment.

Search

Plan

Enroll

My Academics

my class schedule

add

drop

swap

edit

term information

Swap a Class 1

1. Select a class to swap - Enrollment Preference [Swap Class Help](#)

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AAS 465 - Image-Blacks in Art&Film

Class Preferences

AAS 465-M001 Section ● Open

Session Regular Academic Session

Career Undergraduate


Wait List Wait list if class is full


Grading A-F with plus/minus starting
Fall 1987


Units 3.00

Section	Component	Days & Times	Room	Instructor	Start/End Date
M001	Section	We 7:00PM - 9:50PM	Sims Hall 241	Kheli Willetts	08/27/2008 - 12/03/2008


3. For the class you are REPLACING check the status symbols:


 = Open


 = Closed

 = Waitlisted

For the NEW class you will enroll into, check the status symbols:

 = Enrolled

 = Dropped

 = Waitlisted

Click FINISH SWAPPING to continue.

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Swap a Class

1 2 3


1. Select a class to swap - Enrollment Preference

[Swap Class Help](#)

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AAS 465 - Image-Blacks in Art&Film

Class Preferences

AAS 465-M001 Section  Open

Wait List Wait list if class is full

Grading A-F with plus/minus starting Fall 1987

Units 3.00

Session Regular Academic Session

Career Undergraduate

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
M001	Section	We 7:00PM - 9:50PM	Sims Hall 241	Kheli Willetts	08/27/2008 - 12/03/2008

4. In step 3 of 3, you may view the results of your enrollment transaction.

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Swap a Class

1 2 3

3. View results [Swap Class Help](#)

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 AAS 306 with AAS 465	Success: This class has been replaced.	✓

MY CLASS SCHEDULE

5. If an error is received, read the reason carefully to determine how best to resolve.

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Swap a Class

1 2 3

3. View results [Swap Class Help](#)

View the results of your swap request.

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✓ Success: Classes were swapped ✗ Error: Unable to swap class

Class	Message	Status
Swap MUE 326 with GRA 217	Error: You are unable to enroll in this class at this time. Available seats are reserved and you do not meet the reserve capacity requirements.	✗

MY CLASS SCHEDULE