Swap Class from Student Schedule

1. **Click the** Records and Enrollment **link.**
   ▷ Records and Enrollment
2. Click the **Enroll Students** link.
   Enroll Students
3. Click the **Enrollment Request** link.
   Enrollment Request
4. Enter the desired information into the **ID** field.
5. Click the **Look up Academic Career** icon.
   🔍
6. Click the **Look Up** button.
   Look Up
7. Click the desired **Career** from the search results.
8. Click the **Look up Term** icon.
   🔍
9. Click the **Look Up** button.
   Look Up
10. Select the desired **Term** from the search results.
11. Click the **Add** button.
    Add
12. Click the **Action** list and select the **Swap Courses** item from the options.
13. Click the **Class Nbr Look Up** icon.
    🔍
14. Select the **Enrollment Select** button for the class you want to swap out.
    ☑
15. Click the **Change To Look Up** icon.
    🔍
16. Click the **Course Subject** list and select the appropriate **Course Subject** from the list of options.
17. Click the **Course Career** list and select the desired **Course Career**.
18. Click the **Search** button.
    SEARCH
19. Look for the class that you want to swap in and click the **Select Class** button of that class.
    select class
20. **Note:** If the added class has a lab, discussion, or other **Related Class**, click on the **Look Up** icon next to the **Related Class** field(s) and select a section for the **Related Class**.
21. Click the **Submit** button.
    Submit
22. Resolve any **Error Messages** and re-submit until the process shows **Success**.
23. **End of Procedure.**

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