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.**
   - [Look Up]

6. **Click the Look Up button.**
   - [Look Up]

7. **Click the desired Career from the search results.**

8. **Click the Look up Term icon.**
   - [Look Up]

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.**
    - [Look Up]

14. **Select the Enrollment Select button for the class you want to swap out.**
    - [Select Class]

15. **Click the Change To Look Up icon.**
    - [Look Up]

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.**