Swapping Classes in a Student’s Schedule

Use this procedure when swapping classes in a student’s schedule. Swapping classes is used when you want to ensure that the student does not lose the current class until successfully added to the new class.

To swap a class in a student’s enrollment, you create a new enrollment request and change the Action to Swap Courses.

**Path:** Records and Enrollment > Enroll Students > Enrollment Request

1. In the **ID** field, enter the student’s ID. To select an ID from the Lookup List, click ![Look Up](image) to the right of the field. On the Lookup ID page, type some criteria and then click ![Look Up](image). A list of IDs is displayed.
   **Note:** You may need to click ![View All](image) for all IDs to appear.

2. In the **Academic Career** field, type the student’s Academic Career code, or use the ![Search](image) to search for the applicable codes.
   **Note:** Students may have more than one code listed. Select the code for the student’s current academic career.

3. In the **Academic Institution** field, type UCONN.

4. In the **Term** field, type the Term code for the term for which you’d like to enroll the student. Use the ![Search](image) to see the terms for which the student has been term activated.

5. Click ![Add](image)

6. From the **Action** drop-down list, choose Swap Courses.

7. In the **Class Nbr** field, enter the Class Number or, to select a Class Number from the Enrollment Listing, click ![Search](image) to the right of the field. On the Enrollment Listing page, click ![Check](image) to the left of the class you would like to swap.

8. In the **Change To** field, enter the new Class Number or click the ![Search](image) to search for the Class Number.

9. In the **Units Taken** field, if this is a variable credit class, type the number of credits the student will be attempting.

10. In the **Permission Number** field, if the student requires a permission number to enroll in the class, type the permission number.
    **Note:** Students need permission numbers for the following reasons:
        - Instructor consent required
        - Requisites not met
        - Over-enrollment in the section
11. To swap another class for this student, click the **+** and repeat steps 6 through 10.

12. Click **Submit**

13. Verify the **Status** has changed to Success. If the Status is Errors Found, scroll down to view the error messages in the **Error Messages** portion of the page. Use the blue navigation bar to view errors on each class in the enrollment request.

14. To view the student’s schedule, click **Study List**

15. To print the report, click **Printer Friendly Page** and choose File > Print from your browser menu.

16. Click **Cancel** twice to return to the Enrollment Request page.

17. To initiate another enrollment request, click **Return to Search** then **Add a New Value**