

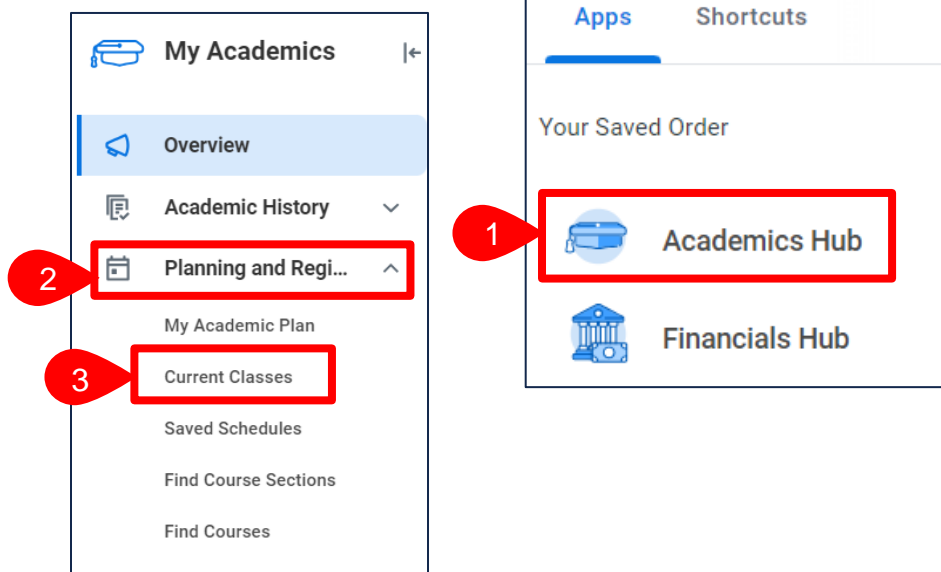
Description: This quick guide demonstrates how to swap a course for another course during the registration window.

Applies to: Students

SWAP A COURSE

Students may swap a course for another course as needed during their registration window.

1. From the Global Navigation Menu, select the **Academics Hub**.
2. Click to expand the **Planning and Registration** section.
3. Select **Current Classes**.

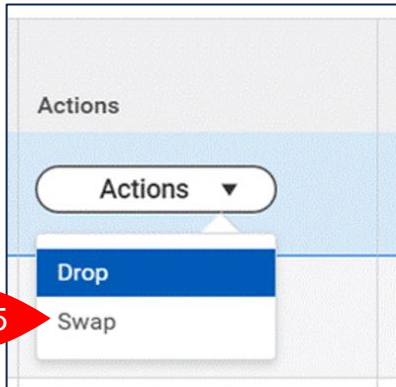


4. Navigate to the **Actions** drop-down to the right of the Course Listing you wish to swap.

My Enrolled Courses 6 items

| | Course Listing | Actions | Credits | Grading Basis | Section | Registration Status |
|---|---|---------|---------|---------------|---|---------------------|
| Q | CAS H201 - Honors College Career | Actions | 1 | Graded | CAS H201-2 - Honors College to Career | Registered |
| Q | THETR 187 - Intro to Stage Management | Actions | 4 | Graded | THETR 187-1 - Intro to Stage Management | Registered |
| Q | THETR 102 - Theatre Practicum: Production | Actions | 0 | Graded | THETR 102-1 - Theatre Practicum: Production | Registered |

5. Select **Swap**.



6. Select **New Course** if you wish to swap for an entirely new course.

- Select the **Course to Add**.
- Click **OK**.
- Select the **Course Section** to add.
- Check the **Confirm Swap** checkbox.
- Click **OK**.

6 ☒ New Course
☐ New Section

Course to Drop ACCT 150 - Fraud Examination

a Course to Add * X THETR 129 - Acting ... Eligible Yes

b OK Cancel

Lecture

1 Item

| Select | Section | Eligible | Section Status | Start Date | End Date |
|-------------------------------------|----------------------|-------------------------------------|----------------|------------|------------|
| <input checked="" type="checkbox"/> | THETR 129-A - Acting | <input checked="" type="checkbox"/> | Open | 09/05/2023 | 12/15/2023 |

Grading Basis * Graded

Credits 4

Credit Type Credits

Course to Drop Confirmation 1 Item

| Section | Instructional Format | Waitlist Date |
|--------------------------------|----------------------|---------------|
| ACCT 150-1 - Fraud Examination | Lecture | |

d Confirm Swap * ☒

e OK Cancel

7. Select **New Section** if you wish to swap for a new section of the same course.

a. Click **OK**.

b. Select the **Course Section** to add.

c. Click **OK**.

☐ New Course
 ☒ **New Section**

Course for Section Swap ACCT 201 - Acct for Decision Making I

a **OK** **Cancel**

Lecture

7 items

| Select | Section | Eligible | Section Status | Start Date | End Date |
|--|--|-------------------------------------|----------------|------------|------------|
| <input type="checkbox"/> | ACCT 201-AE - Acct for Decision Making I | <input checked="" type="checkbox"/> | Waitlist | 09/05/2023 | 12/15/2023 |
| <input type="checkbox"/> | ACCT 201-B - Acct for Decision Making I | <input checked="" type="checkbox"/> | Waitlist | 09/05/2023 | 12/15/2023 |
| <input type="checkbox"/> | ACCT 201-C - Acct for Decision Making I | <input checked="" type="checkbox"/> | Waitlist | 09/05/2023 | 12/15/2023 |
| b <input checked="" type="checkbox"/> | ACCT 201-D - Acct for Decision Making I | <input checked="" type="checkbox"/> | Open | 09/05/2023 | 12/15/2023 |
| <input type="checkbox"/> | ACCT 201-E - Acct for Decision Making I | <input checked="" type="checkbox"/> | Open | 09/05/2023 | 12/15/2023 |

c **OK** **Cancel**

8. You will see the below confirmation once complete.

Swap Student Course Registration

For Course ACCT 201 - Acct for Decision Making I

Selected Sections ACCT 201-E - Acct for Decision Making I

Successfully Registered Sections 1 item

| Section |
|---|
| ACCT 201-E - Acct for Decision Making I |