
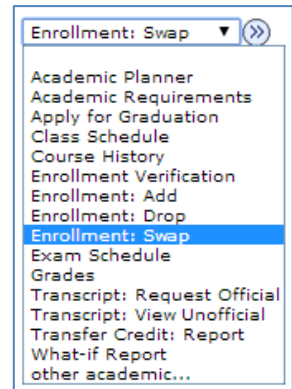




Enrollment Swap

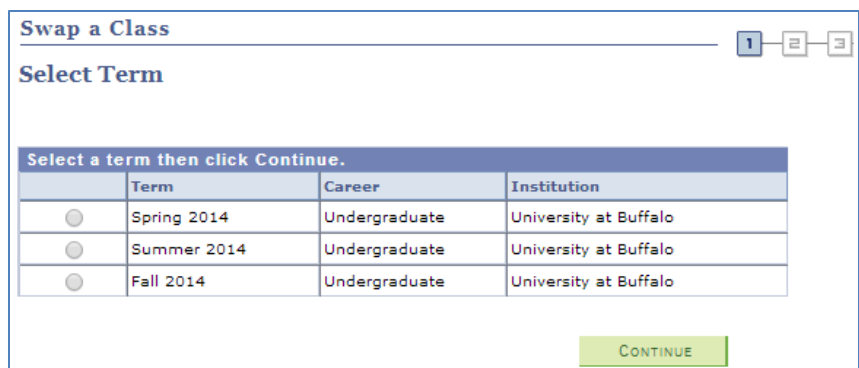
The swap class function is used to switch one course number for another course number. For example, a PSY 201 course can be swapped for an American History 107 course. This is accomplished by:

Selecting the “Enrollment Swap” option on the drop down box located in the Academics Area. Then click on the blue go button 



A dropdown menu titled "Enrollment: Swap" with a blue arrow button. The menu lists several options: Academic Planner, Academic Requirements, Apply for Graduation, Class Schedule, Course History, Enrollment Verification, Enrollment: Add, Enrollment: Drop, Enrollment: Swap (highlighted in blue), Exam Schedule, Grades, Transcript: Request Official, Transcript: View Unofficial, Transfer Credit: Report, What-if Report, and other academic...

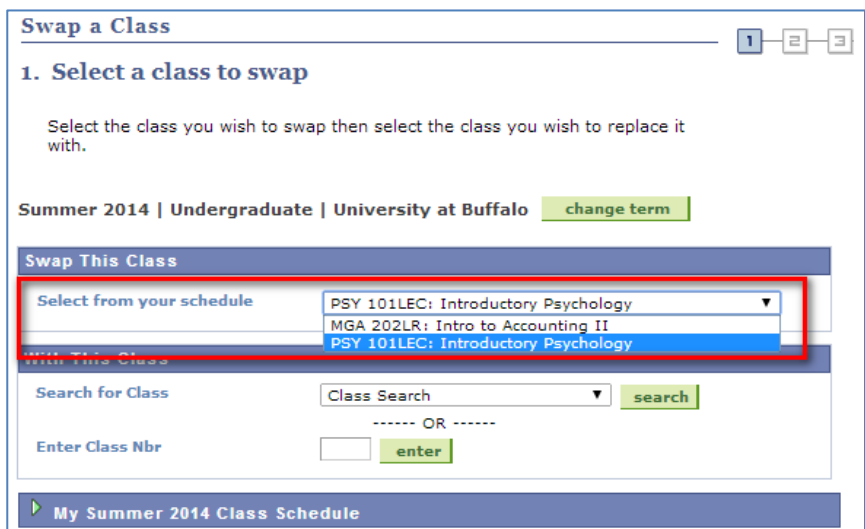
You may then be prompted for a term to select. Select the appropriate term and hit “Continue”.



The "Swap a Class" screen shows a "Select Term" section. It includes a table with columns: Term, Career, and Institution. The table lists three terms: Spring 2014, Summer 2014, and Fall 2014, all for Undergraduate students at the University at Buffalo. A "CONTINUE" button is at the bottom right.

	Term	Career	Institution
<input type="radio"/>	Spring 2014	Undergraduate	University at Buffalo
<input type="radio"/>	Summer 2014	Undergraduate	University at Buffalo
<input type="radio"/>	Fall 2014	Undergraduate	University at Buffalo

Next, select the course from your current schedule in the drop down box. In this example, we’ll select “PSY 101 LEC: Introductory Psychology.”



The "Swap a Class" screen shows the "1. Select a class to swap" section. It includes a "Select from your schedule" dropdown menu with the following options: PSY 101LEC: Introductory Psychology (highlighted in blue), MGA 202LR: Intro to Accounting II, and PSY 101LEC: Introductory Psychology. Below the dropdown is a "Search for Class" section with a "Class Search" dropdown and a "search" button. There is also an "Enter Class Nbr" section with an input field and an "enter" button. At the bottom, there is a link to "My Summer 2014 Class Schedule".

Next, either search for another course via the search button, or enter the Class Number. In this example, the student is going to do a class search for a Tuesday – Thursday American Studies 107 class section. In the area that starts with “With This Class” click the search button.

Spring 2014 | Undergraduate | University at Buffalo [change term](#)

Swap This Class

Select from your schedule PSY 101LEC: Introductory Psychology ▼

With This Class

Search for Class Class Search ▼ **search**

----- OR -----

Enter Class Nbr **enter**

[▶ My Spring 2014 Class Schedule](#)

If the student knows the class number, they can enter it in the appropriate field and click “enter”.

In the Course Subject field select the button “select subject”.

Search for Classes

University at Buffalo | Spring 2014

Select at least 2 search criteria. Click Search to view your search results.

▼ **Class Search**

Course Subject **select subject**

Course Number contains ▼

From the alphabet at the top, select the first letter of subject. For our example we need to ensure we are looking at the “A” subjects.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9

Next select AMS from the list of subject list.

select	AFS	African Studies - Intl Studies
select	AHI	Art History
select	AHO	Ad Hoc Credit
select	ALP	Elective Credit, Advance Level Program
select	ALV	Elective credit for GCE A-Level exams
select	AMR	Management of IT & IT Enabled Services
select	AMS	American Studies
select	ANA	Anatomical Sciences
select	ANE	Anesthesiology

You are then returned to the Class search screen. For the course number, type “107” in the search field and then click the “Search” button.

Search for Classes

University at Buffalo | Summer 2014

Select at least 2 search criteria. Click Search to view your search results.

▼ **Class Search**

Course Subject select subject AMS American Studies

Course Number contains ▼ 107

Course Career ▼

☒ Show Open Classes Only
☐ Open Entry/Exit Classes Only

▶ **Additional Search Criteria**

[Return to Swap a Class](#) CLEAR SEARCH

The results of the search will appear. You can then select from the results which class section you want to swap by clicking the on the “Select Class” button.

▼ **AMS 107LEC - Introduction to American Studies**

View All Sections First of 1 Last

Section [M-LEC\(10686\)](#) Status ● select class

Session Univ 6 Wk3

Days & Times	Room	Instructor	Meeting Dates
TBA	Online	Christopher Atkinson	07/07/2014 - 08/15/2014

In our example, we were trying to find a Tuesday – Thursday American Studies 107 course. Click on the “select class” button.

You have now entered the “Swap a Class” stage. Notice you are now on Step 1 of a three step process. Click the Next button.

Swap a Class

1. Select a class to swap - Enrollment Preference

Summer 2014 | Undergraduate | University at Buffalo

AMS 107LEC - Intro American Studies

Class Preferences

AMS 107LEC-M Lecture ● Open Permission Nbr

Grading Letter Grading

Units 3.00

Session University 6 Week - Third

Career Undergraduate

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
M	Lecture		Online	Christopher Atkinson	07/07/2014 - 08/15/2014

Step 2 will show the class you are enrolled in, as well as the new class you want to swap. If this looks correct, click “Finish Swapping”.

Swap a Class

123

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

Summer 2014 | Undergraduate | University at Buffalo

You are replacing this class

Enrolled

Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
PSY 101LEC-JR (10947)	Introductory Psychology (Lecture)	TuTh 6:30PM - 9:40PM	Obrian 109	K. Plyler	3.00	✓

With this class

Open with Reserves

Open

Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
AMS 107LEC-M (10686)	Intro American Studies (Lecture)		Online	C. Atkinson	3.00	●

CANCEL

FINISH SWAPPING

Step 3 is your confirmation that the swap was successful. If you see a green check, you have successfully completed the swapping of classes.

Swap a Class

123

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

Summer 2014 | Undergraduate | University at Buffalo

Success: Classes were swapped

Error: Unable to swap class

Class	Message	Status
Swap PSY 101LEC with AMS 107LEC	Success: This class has been replaced.	✓

My CLASS SCHEDULE

You have successfully swapped one class section for another class section.

This concludes this tutorial.