

Instructions:

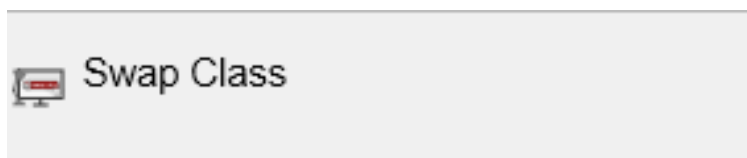
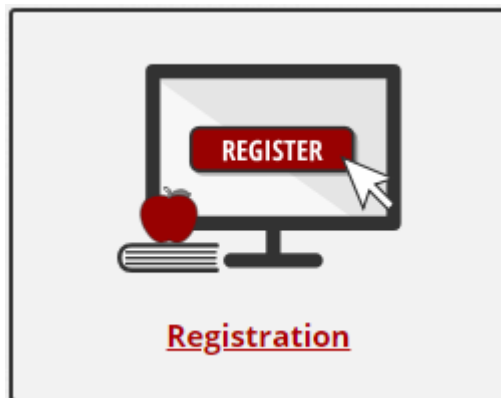
1. Log in to Campus Information Services with your uNID and password:



Login

A login form with two input fields and a button. The first field is labeled 'uNID: (e.g. u8675309)' and has a 'Forgot your uNID?' link to its right. The second field is labeled 'Password:' and has a 'Forgot your password?' link to its right. Below the fields is a 'LOGIN' button. Three black arrows point to the 'Forgot your uNID?' link, the 'Forgot your password?' link, and the 'LOGIN' button.

2. Click on the Registration tile on your Student Homepage, then click "Swap Class"



3. The "Swap a Class" page is displayed.

NOTE: If you are able to register for more than one term you will be provided the opportunity to select the appropriate term.

- Choose a currently enrolled class from your schedule that you wish to swap for a different class up until the drop deadline of the course.

NOTE: The currently enrolled class is deleted from the record and replaced by the newly selected class.

- Select the new class by searching for the class using "Class Search", selecting a class from your shopping car, or entering the class number.

Swap a Class



1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

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Change Term

Swap This Class

Select from your schedule HIST 1700: American Civilization

With This Class

Search for Class Class Search Search

----- OR -----

Select from Shopping Cart Select

----- OR -----

Enter Class Nbr Enter

4. If you search for the class, the "Class Search Criteria" page will be displayed. Input the necessary criteria and select "Search."

Swap a Class



Enter Search Criteria

Search for Classes

University of Utah | Spring 2019

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

Class Search

Subject Anthropology

Course Number is exactly 1010

Course Career

Campus

Show Open Classes Only

Additional Search Criteria

Clear

Search

5. Scheduled sections will be displayed; choose the section by selecting “select” button.

NOTE: For more information on the course, click on the section link.

3 class section(s) found

▼ ANTH 1010 - Culture and the Human Experience

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Class Attributes	Fees	Status	
4153	001-LEC Regular	MoWe 11:50AM - 1:10PM	GC 2900		01/07/2019 - 04/23/2019	BF		●	Select
4178	090-LEC Regular	TBA	TBA		01/07/2019 - 04/23/2019	BF,ONLN	60.00	●	Select

6. The “Swap a Class” page will be displayed. Select “Next.”

Swap a Class



1. Select a class to swap - Enrollment Preferences

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ANTH 1010 - Culture & Human Exper

Class Preferences

ANTH 1010-001 Lecture ● Open

Session Regular Academic Session

Career Undergraduate Semester

Wait List Wait list if class is full

Permission Nbr

Grading

Units 3.00

Enrollment Information

- Social/Behavioral Science Exploration

Requirement Designation Social/Behavioral Science Exploration

Cancel

Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWe 11:50AM - 1:10PM	GC 2900		01/07/2019 - 04/23/2019

NOTES

Class Notes An optional 1-credit CLAC course taught in Spanish is offered in conjunction with this course under ANTH 4950-021. For more information about CLAC courses please see <http://ias.utah.edu/language/clac.php>

7. Select “Finish Swapping” to confirm the swap.

Swap a Class



2. Confirm your selection

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

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You are replacing this class

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
HIST 1700-002 (1322)	American Civilization (Lecture)	MoWe 11:50AM - 1:10PM	S BEH AUD		3.00	✓

With this class

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ANTH 1010-001 (4153)	Culture & Human Exper (Lecture)	MoWe 11:50AM - 1:10PM	GC 2900		3.00	●

Cancel Finish Swapping

8. A green check will indicate the swap was successful. A red “X” for an error.

Swap a Class



3. View results

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

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Success: Classes were swapped Error: Unable to swap class

Class	Message	Status
Swap HIST 1700 with ANTH 1010	Success: This class has been replaced.	✓

My Class Schedule

You may wish to click the “My Class Schedule” button to obtain an updated schedule of your classes.