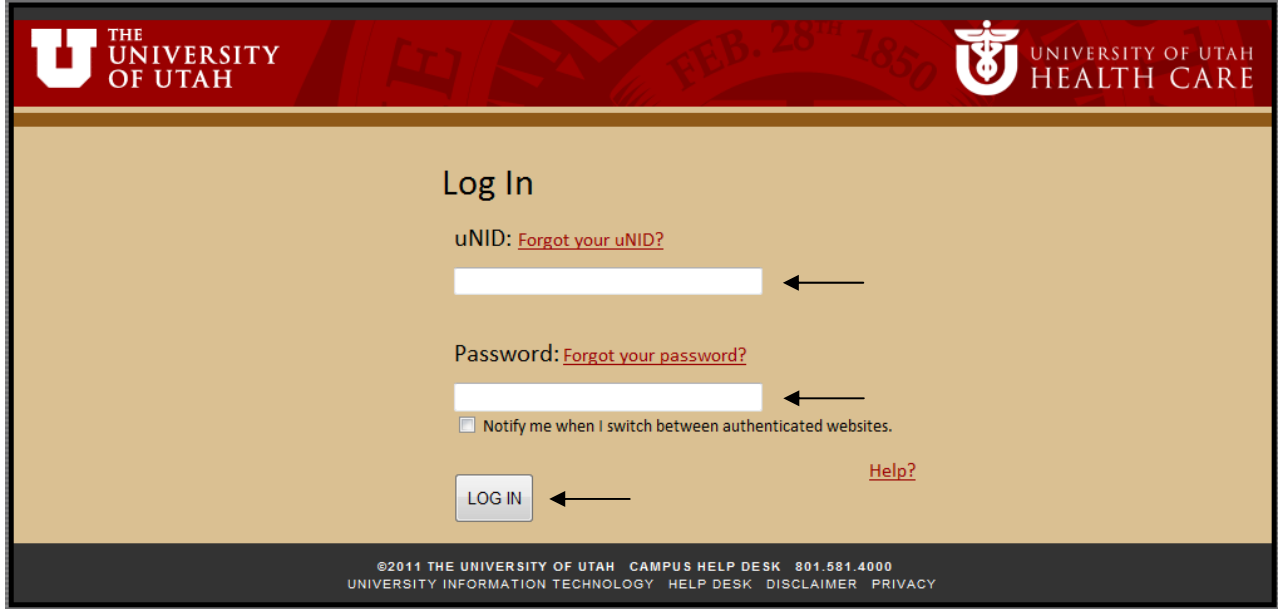
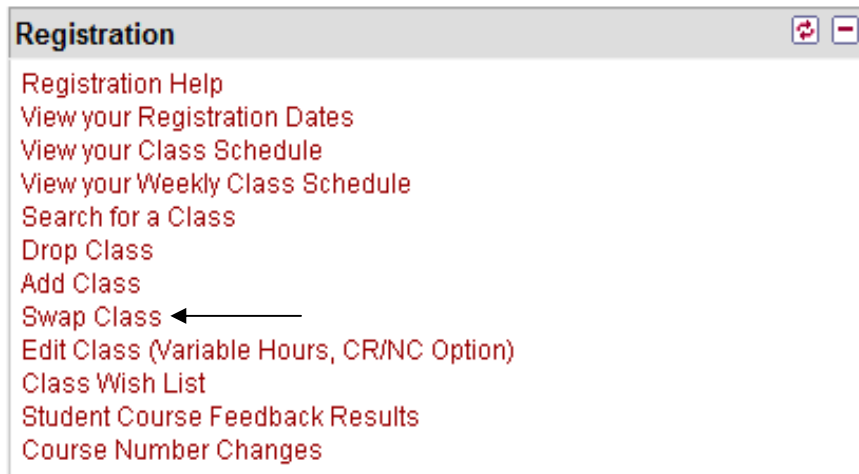


Instructions:

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



2. Locate the Registration box on your Student tab. Click the “Swap Class” link



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 entering the class number or searching for the class using “Class Search.”

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.

Spring 2011 | Undergraduate Semester | University of Utah [change term](#)

Swap This Class
Select from your schedule HIST 1700: American Civilization

With This Class
Search for Class Class Search search
----- 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

University of Utah | Spring 2011

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

Class Search Criteria
Course Subject ANTH Anthropology
Course Number is exactly 1010
 Show Open Classes Only
Use Additional Search Criteria to narrow your search results.
▶ Additional Search Criteria

[Return to Swap a Class](#)

[CLEAR CRITERIA](#) [SEARCH](#)

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

NOTE: For more information on the course, click on the section link. If there are more than 3 sections, select “View All Sections” or navigate through the sections by using the arrows.

[Return to Swap a Class](#) START A NEW SEARCH

Open Closed

▼ **ANTH 1010 - Culture and the Human Experience**

View All Sections				
		First	1-2 of 2	Last
Section	001-LEC(6382)	Status	<input checked="" type="radio"/>	select class
Session	Regular			
Days & Times	Room	Instructor	Meeting Dates	
TH 9:10AM - 10:30AM	ST 104		01/10/2011 - 04/27/2011	
Section	090-LEC(6408)	Status	<input checked="" type="radio"/>	select class
Session	Regular			
Days & Times	Room	Instructor	Meeting Dates	
TBA	TBA		01/10/2011 - 04/27/2011	

[Return to Swap a Class](#) START A NEW SEARCH

6. The “Select a class to swap” page will be displayed. Select “Next.”

Swap a Class

1 2 3

1. Select a class to swap - Enrollment Preference

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ANTH 1010 - Culture & Human Exper

Class Preferences

ANTH 1010-090 Lecture <input checked="" type="radio"/> Open	Permission Nbr <input type="text"/>
Session Regular Academic Session	Grading Graded
Career Undergraduate Semester	Units 3.00
Enrollment Information <ul style="list-style-type: none"> • Social/Behavioral Science Exploration • Online 	Requirement Designation <p>Social/Behavioral Science Exploration</p>

CR/NC Option

Section	Component	Days & Times	Room	Instructor	Start/End Date
090	Lecture		TBA		01/10/2011 - 04/27/2011

7. Select "Finish Swapping" to confirm the swap.

Swap a Class



2. Confirm your selection

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

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You are replacing this class

Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
HIST 1700-003 (1435)	American Civilization (Lecture)	TH 12:25PM - 1:45PM	OSH WPRA		3.00	<input checked="" type="checkbox"/>

With this class

Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
ANTH 1010-090 (6408)	Culture & Human Exper (Lecture)		TBA		3.00	<input checked="" type="radio"/>

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. Click Fix Errors to try and correct the problems listed below 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.	<input checked="" type="checkbox"/>

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