In this tutorial, you will learn how to Swap a Class within your schedule. Swap means to remove a class on your schedule and replace with a new class.

Steps include:
1) Select the Class to remove
2) Identify the new Class to replace
3) Complete registration steps

Select the Enroll link

Notice the Add tab under Enroll appears
Select the Swap tab
Slide 5
Slide notes:
Text Captions: When multiple terms appear in PAWS, you will be required to select the appropriate term.
For this example, Fall 2009 will be selected

Slide 6
Slide notes:
Text Captions: Select the Continue button

Slide 7
Slide notes:
Text Captions: Select Class to Remove

Slide 8
Slide notes:
Text Captions: This is Step 1 of the Swap process
Slide 9
Slide notes:
Text Captions: Select the class from your schedule that you would like to Swap
Select the drop down arrow
Note: Only classes you are enrolled in will be listed in the drop down

Slide 10
Slide notes:
Text Captions: For this example, ENGLISH 102: College Writing and Research will be selected

Slide 11
Slide notes:
Text Captions: Identify New Class to Replace

Slide 12
Slide notes:
Text Captions: Now, identify what class to replace English 102 with.
Select a class by:
• Searching for Class using Class Search
• Searching for Class in Planner
• Selecting from the Shopping Cart
• Entering a Class Nbr.
Swap a Class using:

Class Search

Slide 13
Slide notes:
Text Captions: Swap a Class using:

Class Search

Slide 14
Slide notes:
Text Captions: Let's start with Search for Class

Slide 15
Slide notes:
Text Captions: Click the drop down arrow

Slide 16
Slide notes:
Text Captions: You can select Class Search or My Planner
Select the Class Search item
Slide 17
Text Captions: Select the Search button

Slide 18
Slide notes:
Text Captions: Enter the Course Subject, Catalog Number, and click the Submit button.

Slide 19
Slide notes:
Text Captions: The Class Search page appears

Slide 20
Slide notes:
Text Captions: Swap a Class using:

My Planner
Slide 21
Text Captions: Select the drop down arrow

Slide 22
Text Captions: You can select Class Search or My Planner

Slide 23
Text Captions: For this example, My Planner will be selected

Slide 24
Text Captions: Select the Search button
Slide 25
Text Captions: The Search from My Planner page appears
Courses appear in:
1) either the specific term, (i.e., Fall 2009)
or
2) in the Unassigned Courses

Slide 26
Slide notes:
Text Captions: Click the Select button next to the course you would like to add
Important Note: Notice the Term Status column. This column will state if the course is offered in a specific semester.
If a course is not offered in a semester there will not be a Select button to click

Slide 27
Slide notes:
Text Captions: If you do not see the course you would like to Swap, select the Return to 1. Select a class to swap link

Slide 28
Slide notes:
Text Captions: The Swap a Class page appears
Swap a Class using: Shopping Cart

Slide 29
Slide notes:
Text Captions: Swap a Class using: Shopping Cart

Slide 30
Slide notes:
Text Captions: From the Swap this Class page, look at Select from Shopping Cart
Click the drop down arrow

Slide 31
Slide notes:
Text Captions: Important Note: This will only show you the Courses that are in your Shopping Cart

Slide 32
Slide notes:
Text Captions: Select the appropriate course
Slide 33
Text Captions: Click the Select button

Slide 34
Text Captions: Swap a Class using:
Class Nbr.

Slide 35
Text Captions: Select the Enter Class Nbr field and enter the five digit class number

Slide 36
Text Captions: Select the Enter button
Regardless of which method you choose to start the Swap process:

* Searching for Class using Class Search
* Searching for Class in Planner
* Selecting from the Shopping Cart
* Entering a Class Nbr.

you will need to complete all of the registration steps for each.

Each class selection process will bring you to the Enrollment Preferences page. The steps are the same from this point forward for each class selection process.
Slide 41
Slide notes:
Text Captions: Make sure to read the Enrollment Preferences
If you have a Permission Number, make sure to enter it here.
If the course is variable credit, you can change the number of units on this screen.

Slide 42
Slide notes:
Text Captions: Scroll down if necessary

Slide 43
Slide notes:
Text Captions: Select the Next button

Slide 44
Slide notes:
Text Captions: Step 2
Slide 45
Slide notes:
Text Captions: Confirm You are replacing this class, i.e., English 102-015
With this class, i.e., English 102-026
It is a good idea to write down the five digit class number listed under the class name and catalog. This number will be used during confirmation of change.

Slide 46
Slide notes:
Text Captions: Important to verify the status

Slide 47
Slide notes:
Text Captions: Select the Finish Swapping button

Slide 48
Slide notes:
Text Captions: Step 3
Verify the Status
Important to read all messages
To confirm, select My Class Schedule button

The My Class Schedule page appears

Status now equals Dropped
Status now equals Enrolled

Verify the five digit class number for the class you are enrolled in.

In this tutorial you have learned the steps to Swap a Class.

You have seen how to:
1) Select the Class to remove
2) Identify the new class to replace
3) Complete registration steps
CONGRATULATIONS!!!

You have completed the "Swap a Class"

PAWS Tutorial

Slide 53
Slide notes:
Text Captions: CONGRATULATIONS!!!
You have completed the "Swap a Class"

PAWS Tutorial

Click the X in the upper right hand corner to close the tutorial window.

Or select a link to continue:
* To view another tutorial
* To sign into PAWS
* To view PAWS Training web site

Slide 54
Slide notes:
Text Captions: Click the X in the upper right hand corner to close the tutorial window.
Or select a link to continue:
* To view another tutorial
* To sign into PAWS
* To view PAWS Training web site