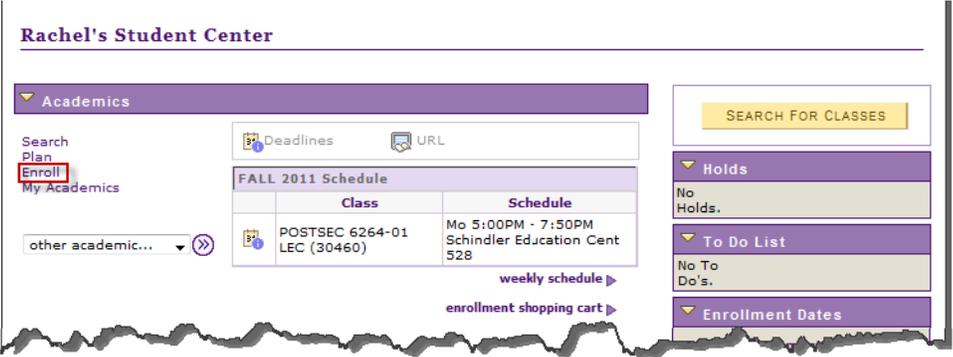
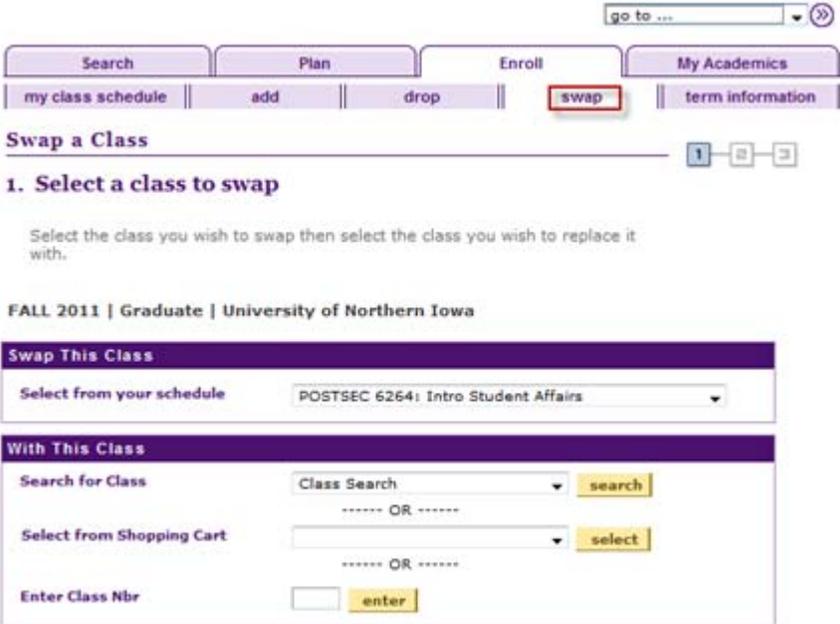


## Using the Swap Feature

**Purpose:** The following instructions describe how a student can use the swap feature to:

- Replace one class with another
- “Swap” onto a wait list. Students registered for the maximum number of units must use this method.

Step	Action
1.	<p>Log onto <i>My Universe</i>. Click the <b>Go to my Student Center</b> link on the <i>My Page</i> tab.</p>  <p><b>Note:</b> The thumbnail image is also a link to <b>Student Center</b>.</p>
2.	<p>In the <i>Academics</i> section, click the <b>Enroll</b> link.</p> 

Step	Action
<p>3.</p>	<p>Click the <b>swap</b> tab</p> 
<p>4.</p>	<p>Complete the following:</p> <ul style="list-style-type: none"> <li>• <b>Swap this Class</b> – Select the class you wish to drop</li> <li>• <b>With this Class</b> – Search, select from Shopping Cart, or enter the class you wish to add.</li> </ul> <p><i>Note:</i> If you are swapping into a class that has a wait list, you will not be dropped from the class you selected to swap from, until you move from the waitlist to “enrolled” in the class you are swapping into. If the class is in wait list status, make sure you select the <b>Wait List checkbox</b> for the class</p> <p>Click the appropriate yellow button (<b>search, select, enter</b>) to advance to the confirmation page.</p>

Step	Action																												
5.	<p data-bbox="354 310 1284 342">On the <b>Confirm your selection</b> page, click the <b>Finish Swapping</b> button.</p> <p data-bbox="370 348 537 373"><b>Swap a Class</b></p> <p data-bbox="1162 363 1292 390"></p> <p data-bbox="370 401 711 426"><b>2. Confirm your selection</b></p> <p data-bbox="402 464 1122 499">Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.</p> <p data-bbox="370 548 824 569">FALL 2011   Graduate   University of Northern Iowa</p> <div data-bbox="370 590 1263 684"> <p data-bbox="370 590 1263 621"><b>You are replacing this class</b></p> <p data-bbox="800 646 1227 674">  Enrolled               Dropped               Wait Listed         </p> </div> <table border="1" data-bbox="363 695 1263 793"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>POSTSEC 6264-01 (30460)</td> <td>Intro Student Affairs (Lect/Disc)</td> <td>Mo 5:00PM - 7:50PM</td> <td>Schindler Education Cent 528</td> <td>A. Smith</td> <td>3.00</td> <td></td> </tr> </tbody> </table> <div data-bbox="370 831 1263 915"> <p data-bbox="370 831 1263 863"><b>With this class</b></p> <p data-bbox="800 888 1203 915">  Open               Closed               Wait List         </p> </div> <table border="1" data-bbox="363 926 1263 1024"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>MGMT 5966-01 (30347)</td> <td>Staffing (Lect/Disc)</td> <td>MoWeFr 2:00PM - 2:50PM</td> <td>Curriss Business Building 223</td> <td>M. Wurtz</td> <td>3.00</td> <td></td> </tr> </tbody> </table> <p data-bbox="919 1094 1279 1140"> <input type="button" value="CANCEL"/> <input type="button" value="FINISH SWAPPING"/> </p> <p data-bbox="354 1188 1243 1220"><b>Result:</b> The <b>View Results</b> page displays indicating <i>Success</i> or <i>Error</i>.</p> <p data-bbox="363 1241 1133 1272">  Success: Classes were swapped               Error: Unable to swap class         </p> <p data-bbox="354 1293 1365 1388"><b>Note:</b> If you successfully swapped into a wait listed class, you will be dropped from the class you indicated you would replace, once you are enrolled from the wait list into the class.</p>	Class	Description	Days/Times	Room	Instructor	Units	Status	POSTSEC 6264-01 (30460)	Intro Student Affairs (Lect/Disc)	Mo 5:00PM - 7:50PM	Schindler Education Cent 528	A. Smith	3.00		Class	Description	Days/Times	Room	Instructor	Units	Status	MGMT 5966-01 (30347)	Staffing (Lect/Disc)	MoWeFr 2:00PM - 2:50PM	Curriss Business Building 223	M. Wurtz	3.00	
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