

Enrollment Request-Swap-122707

1.	Navigate: Records and Enrollment > Enroll Students > Enrollment Request.
2.	If necessary, fill in the Academic Career, Academic Institution and Term fields. Enter the student's ID in the ID field.
3.	Click the Add button.
4.	Click the Action list to select the swap action..
5.	Select an Action Reason value if desired for this action.
6.	To swap courses, you must select the class the student is already enrolled in - the class to be dropped - and then the class the student wants to add. Use the Class Nbr field to select the class to drop and the Change To field to select the new class.
7.	The search button for the Change To field brings up the standard class search page. If you already know the class number, simply type it in.
8.	Process the enrollment request. Click the Submit button. If the resulting status is Errors , no swap is performed. All messages (errors and other) appear at the bottom of the page. Fix any errors and resubmit.
9.	End of Procedure.