

Swap Classes Using Quick Enroll-011008

1.	Navigate: Records and Enrollment > Enroll Students > Quick Enroll a Student.
2.	Make sure the correct student ID, Career, Institution and Term are entered. Click the Add button.
3.	Click the Action list.
4.	Click the Swap list item.
5.	You must specify two class numbers: for the class to be dropped and for the class to be added. Use the Class Nbr field for the dropped class and the Change To field for the added class. The look up button next to the Class Nbr field will display a list of the classes the student is currently enrolled in for the term. The look up button next to the Change To field brings up the standard class search page.
6.	To select a class to drop, click the check icon next to the class entry in the student's Enrollment Listing.
7.	Perform a search to find the class number for the class to add or type in the class number in the Change To field. Remember that the new class may have related class sections. In that case, use the Related 1 and Related 2 fields to specify them.
8.	To process the swap, click the Submit button.
9.	If the swap fails click the Errors link to see why. If the swap fails, the student is still enrolled in the class he/she wanted to drop. If possible, fix the problem and click Submit again.
10.	End of Procedure.