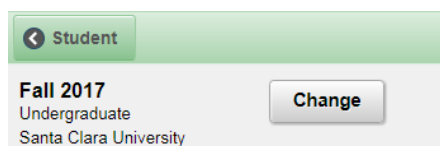


Quick Reference Guide: Swap Classes

1. Select a term to begin swapping classes.
2. If you would like to swap classes in a different term, click the “Change” button in the upper left hand corner.

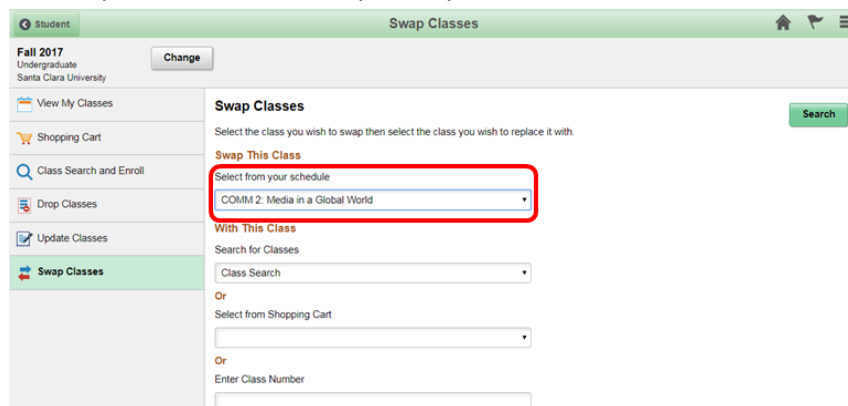


Student

Fall 2017
Undergraduate
Santa Clara University

Change

3. Select the class you would like to swap from your schedule.



Student Swap Classes

Fall 2017 Undergraduate Santa Clara University Change

View My Classes Shopping Cart Class Search and Enroll Drop Classes Update Classes Swap Classes

Swap Classes

Select the class you wish to swap then select the class you wish to replace it with.

Swap This Class

Select from your schedule

COMM 2: Media in a Global World

With This Class

Search for Classes

Class Search

Or

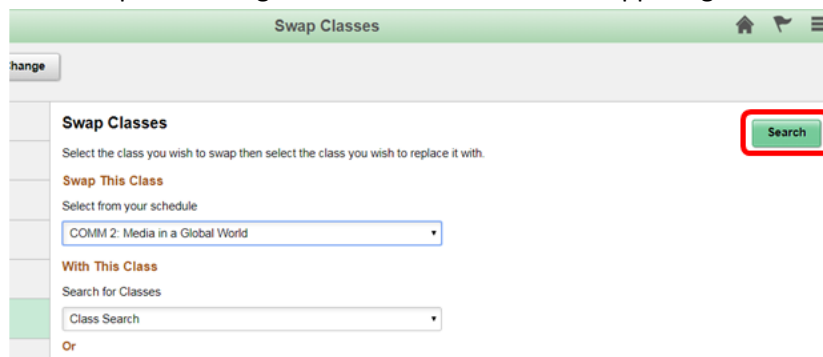
Select from Shopping Cart

Or

Enter Class Number

Search

4. There are three ways you may choose to swap classes from a class currently in your schedule. You may:
 - a. Search for classes using keywords (go to Step 5)
 - b. Select a class from your Shopping Cart (skip to Step 13)
 - c. Enter a class number (skip to Step 17)
5. **If you would like to search for a class to swap for**, select the class from your schedule that you would like to swap. Click the green “Search” button in the upper right hand corner to continue.



Swap Classes

Change

Swap Classes

Select the class you wish to swap then select the class you wish to replace it with.

Swap This Class

Select from your schedule

COMM 2: Media in a Global World

With This Class

Search for Classes

Class Search

Or

Search

6. Search for a class by keyword(s), such as course, subject, class, topic, etc. You may also use the link “Additional ways to search” to search for a class. If you have recently viewed any classes that you would like to swap for, view them by clicking on the arrow next to “Recently Viewed.”

7. Click on the class that you would like to swap for.
8. Confirm that the class you selected is the class you would like to swap for. Click on the yellow “Next” button in the upper right hand corner to continue.

Class	Session	Meeting Dates	Days and Times	Seats
Lecture 58100	Regular Academic Session	09/18/2017 - 12/01/2017	Monday Wednesday Friday 8:00AM to 9:05AM	Open Seats 5 of 27
Laboratory 58112	Regular Academic Session	09/18/2017 - 12/01/2017	Monday 6:30PM to 9:20PM	Open Seat

9. If you have a permission number, enter it into the field below. Click the green “Accept” button in the upper right hand corner to continue.

Class	Session	Meeting Dates	Days and Times	Seats
Lecture 58076	Regular Academic Session	09/18/2017 - 12/01/2017	Tuesday Thursday 12:10PM to 1:50PM	

10. Confirm that you would like to swap the two classes listed. Click the green “Submit” button in the upper right hand corner to continue.

Class	Session	Meeting Dates	Days and Times	Seats
Lecture 58100	Regular Academic Session	09/18/2017 - 12/01/2017	Monday Wednesday Friday 8:00AM to 9:05AM	Open Seats 5 of 27
Laboratory 58112	Regular Academic Session	09/18/2017 - 12/01/2017	Monday 6:30PM to 9:20PM	Open Seats 2 of 16

11. Click “Yes” to finish the swap.
12. Verify on the next page that the swap completed successfully. The message on the next page will be accompanied by a red ✖ if the swap did not complete successfully. The message on the next page will be accompanied by a green ✔ if the swap completed successfully.

13. If you would like to swap with a class that is currently in your Shopping cart, select the class from your Shopping Cart. Then, click the green “Search” button in the upper right hand corner.

Student Swap Classes

Fall 2017 Undergraduate Santa Clara University

View My Classes Shopping Cart Class Search and Enroll Drop Classes Update Classes Swap Classes

Swap Classes

Select the class you wish to swap then select the class you wish to replace it with.

Swap This Class

Select from your schedule

COMM 2: Media in a Global World

With This Class

Search for Classes

Class Search

Or

Select from Shopping Cart

BIOL 18-01 LEC (58228)

MATH 11-09 LEC (58525)

MGMT 6-03 LEC (58956)

Search

14. Confirm that you would like to swap the two classes. Click the green “Submit” button to continue.

Exit Swap Classes Previous

Fall 2017 Undergraduate Santa Clara University

1 Review Class Selection Complete

2 Review Class Preferences Complete

3 Confirm Class Swap Visited

Step 3 of 3: Confirm Class Swap

You are replacing this Class

COMM 2 Media in a Global World

Class	Session	Meeting Dates	Days and Times	Seats
Lecture 58076	Regular Academic Session	09/18/2017 - 12/01/2017	Tuesday Thursday	12:10PM to 1:50PM

With this Class

MATH 11 Calculus & Analytic Geometry I

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture 58525	Regular Academic Session	09/18/2017 - 12/01/2017	Monday Wednesday Friday	6:00PM to 7:05PM Open Seats 3 of 16

Class Preferences

Submit

15. Click “Yes” to finish the swap.
16. Verify on the next page that the swap completed successfully. The message on the next page will be accompanied by a red ✖ if the swap did not complete successfully. The message on the next page will be accompanied by a green ✔ if the swap completed successfully.

17. If you would like to swap with a class that you have the class number for, enter the class number and click the green “Search” button in the upper right hand corner.

18. If the class number you entered is the lecture of an L+L course, select the class you want by clicking on it.

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture 58228	09/18/2017 - 12/01/2017	Monday Wednesday Friday 9:15AM to 10:20AM	Vari Hall 135		Open Seats 5 of 36
			Laboratory 58229		Monday 2:15PM to 5:00PM	Alumni Science Biol Lab 301		Open Seats 2 of 20
2	Open	Regular Academic Session	Lecture 58228	09/18/2017 - 12/01/2017	Monday Wednesday Friday 9:15AM to 10:20AM	Vari Hall 135		Open Seats 5 of 36
			Laboratory 58230		Tuesday 2:15PM to 5:00PM	Alumni Science Biol Lab 301		Open Seats 3 of 16

19. Confirm that the class you selected is the one you would like to swap for. Click the yellow “Next” button in the upper right hand corner to continue.

Class	Session	Meeting Dates	Days and Times	Seats
Lecture 58228	Regular Academic Session	09/18/2017 - 12/01/2017	Monday Wednesday Friday 9:15AM to 10:20AM	Open Seats 5 of 36
Laboratory 58230	Regular Academic Session	09/18/2017 - 12/01/2017	Tuesday 2:15PM to 5:00PM	Open Seats 3 of 16

20. If you have a permission number, enter it in the field below. Click the green “Accept” button in the upper right hand corner to continue.

Exit

Swap Classes

Previous

Fall 2017

Undergraduate

Santa Clara University

1 Review Class Selection

Complete

2 Review Class Preferences

In Progress

3 Confirm Class Swap

Not Started

Step 2 of 3: Review Class Preferences

BIOL 18 Exploring Biotechnology L+L

Lecture Class 58228 - Open

Laboratory Class 58230 - Open

Permission Number

Requirement Designation - Natural Science Lab

☒ Take Requirement Designation

Accept

21. Confirm that you would like to swap the two classes listed. Click on the green “Submit” button in the upper right hand corner to continue.

Exit

Swap Classes

Previous

Fall 2017

Undergraduate

Santa Clara University

1 Review Class Selection

Complete

2 Review Class Preferences

Complete

3 Confirm Class Swap

Visited

Step 3 of 3: Confirm Class Swap

You are replacing this Class

COMM 2 Media in a Global World

Class	Session	Meeting Dates	Days and Times	Seats
Lecture 58076	Regular Academic Session	09/18/2017 - 12/01/2017	Tuesday Thursday	12:10PM to 1:50PM

With these Classes

BIOL 18 Exploring Biotechnology L+L

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture 58228	Regular Academic Session	09/18/2017 - 12/01/2017	Monday Wednesday Friday	9:15AM to 10:20AM Open Seats 5 of 36
Laboratory 58230	Regular Academic Session	09/18/2017 - 12/01/2017	Tuesday	2:15PM to 5:00PM Open Seats 3 of 16

Class Preferences

Submit

22. Click “Yes” to finish the swap.
23. Verify on the next page that the swap completed successfully. The message on the next page will be accompanied by a red ✖ if the swap did not complete successfully. The message on the next page will be accompanied by a green ✔ if the swap completed successfully.