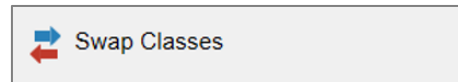
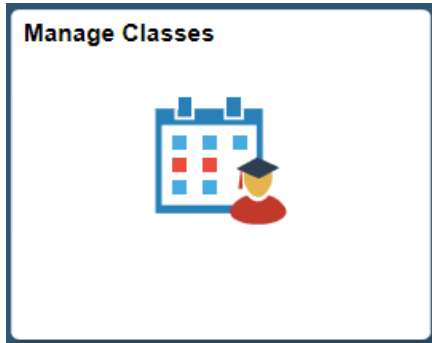


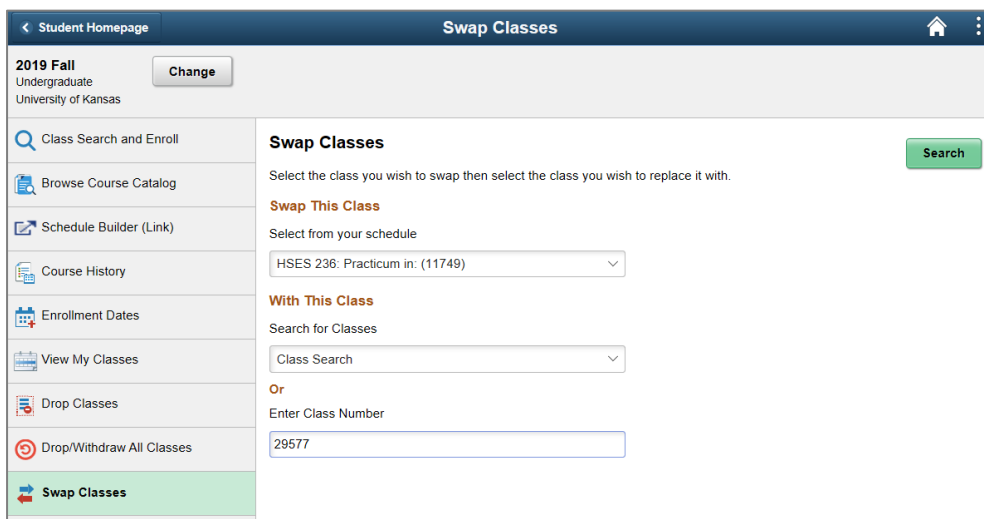
Swapping Classes

A class can be switched with another class by using the swap option. This drops a class and adds a class at the same time. The benefit of swap is if the new class is not successfully added, the current class will not be dropped, possibly losing the spot in the class.

First, select the Manage Classes tile from your Student Homepage and click on the Swap Classes link.



Select the class from your current schedule that you would like to drop from the first drop down box. Enter the class number for the class you would like to add or search and select the class through class search. Click on the Search button to move to the Swap Classes process.



Step 1 – Review Class Selection

Make sure that the class that you would like to swap to is listed correctly on the screen. Click **Next** to move to Step 2.

The screenshot shows the 'Swap Classes' interface for the 2019 Fall Undergraduate semester at the University of Kansas. The interface is divided into three steps: 1. Review Class Selection (Visited), 2. Review Class Preferences (Not Started), and 3. Confirm Class Swap (Not Started). The current step is Step 1 of 3: Review Class Selection. It shows that the user has selected 'AAAS 323 African-American Studies In: _____'. The option status is 'Open'. A table below lists the selected class details:

Class	Session	Meeting Dates	Days and Times	Seats
Lecture-Class # 29577	NonStandard Session	10/28/2019 - 12/20/2019	To be Announced	Open Seats 19 of 29

Step 2 – Review Class Preferences

If your class requires a Permission Number, you can enter it at this time and click on **Accept**. If a permission number is not necessary, click on **Accept** to move to Step 3.

The screenshot shows the 'Swap Classes' interface for the 2019 Fall Undergraduate semester at the University of Kansas. The interface is divided into three steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (In Progress), and 3. Confirm Class Swap (Not Started). The current step is Step 2 of 3: Review Class Preferences. It shows that the user has selected 'AAAS 323 African-American Studies In: _____' and 'Lecture-Class # 29577 - Open'. There is a field for 'Permission Number' with a help icon (i) and a text input box. An 'Accept' button is visible in the top right corner.

Step 3 – Confirm Class Swap

Click Submit to confirm the class swap.

✕ Exit
Swap Classes
← Previous

2019 Fall
Undergraduate
University of Kansas

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

HSES 236 Practicum in: _____

Class	Session	Meeting Dates	Days and Times	Seats
Field-Class # 11749	Regular Academic Session	08/26/2019 - 12/20/2019	To be Announced	Open Seats 19 of 20

With this Class

AAAS 323 African-American Studies In: _____

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture-Class # 29577	NonStandard Session	10/28/2019 - 12/20/2019	To be Announced	Open Seats 19 of 29

Submit

A message will appear alerting you if the swap was successful or will give you reason(s) if the class swap is unsuccessful.

✔ Swap **HSES 236** - Practicum in: _____ with **AAAS 323** - African-American Studies In: _____