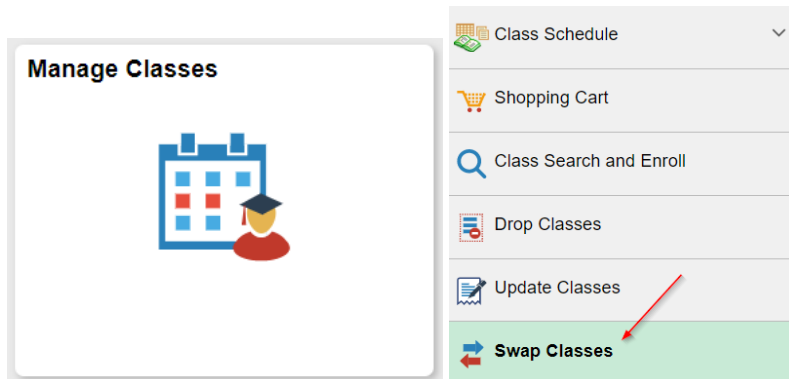


Undergraduate Reference Guide for Using the SWAP Function

STUDENTCENTER.CHAPMAN.EDU

Found under 'Manage Classes" tile



- SWAP FEATURE** - The SWAP feature allows you to replace one class with another and ensures that you are enrolled in an open course before dropping you from the other. When a course that you would like to add has a waitlist, we suggest using the SWAP feature to enroll in an open course and place yourself on the waitlist of another. If you get off the waitlist, the system will automatically drop you from the class you indicate and add you to your preferred class.

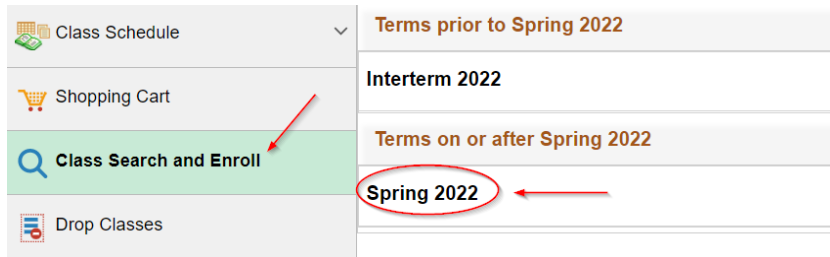
We strongly recommend adding an open class first and THEN setting up a SWAP with the waitlisted class. You CANNOT set up a SWAP if you add the waitlisted class first.

To use the SWAP feature, follow these steps:

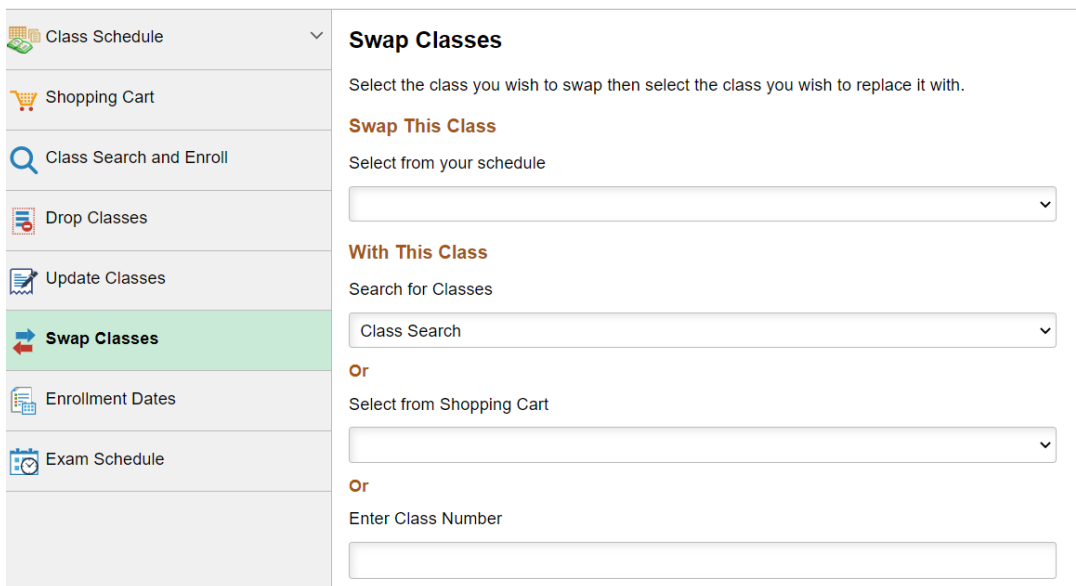
- Enroll in open classes **FIRST** – you must first be enrolled in an open class and then set up a SWAP with your waitlisted course.
 - As a general rule, when you add classes to your shopping cart, make sure to toggle on the “Add to waitlist if class is full?” – this will make it easier to use the SWAP if the class is waitlisted by the time you register:

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="background-color: #e0e0e0; padding: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">1</div> Review Class Selection Complete </div> <div style="background-color: #e0e0e0; padding: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">2</div> Review Class Preferences In Progress </div> <div style="background-color: #e0e0e0; padding: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">3</div> Enroll or Add to Cart Not Started </div> <div style="background-color: #e0e0e0; padding: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">4</div> Review and Submit Not Started </div> </div>	<h3>Step 2 of 4: Review Class Preferences</h3> <p>ANTH 102 Cultural Anthropology</p> <p>Class: 1821-01-Lecture - Open</p> <p>Add to waitlist if class is full? i</p> <p>Permission Number i</p> <input style="width: 100%; height: 20px;" type="text"/> <p>Grading Basis</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Graded v</div>
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- Once you are enrolled in open courses, select the SWAP open on the left as show above
- The first step is click on Class Search and Enroll, and choose the term you'd like to search. In this example, we will search for classes in Spring 2022:



- This will take you to the Swap Classes window:



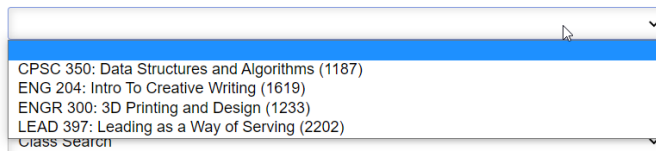
- Select the course from your schedule that you want to drop if you get into a waitlisted course:

Swap Classes

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

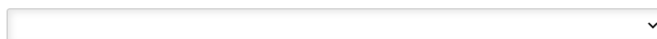
Swap This Class

Select from your schedule



Or

Select from Shopping Cart



Or

Enter Class Number



- Once you choose your class, you can either choose a class in your shopping cart (recommended), or search for a class using the class search:

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

With This Class

Search for Classes

Or

Select from Shopping Cart

Class Search

ANTH 102-01 LEC (1821)

CPSC 350-03 LEC (1188)

ENG 103-07 LEC (2335)

LEAD 397-01 LEC (2201)

OR

- When you two choices are selected, click on the "Search" button in the right-hand top corner:

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

With This Class

Search for Classes

Or

Select from Shopping Cart

Or

Enter Class Number

Search

- You will be asked to confirm your classes to swap, and if correct, click "Submit":

Step 3 of 3: Confirm Class Swap

You are replacing this Class

ENG 204 Introduction To Creative Writing

Class	Session	Meeting Dates	Days and Times	Seats
Class: 1619-05-Lecture	Semester	01/31/2022 - 05/21/2022	Monday Wednesday Friday 11:00AM to 11:50AM	Waitlist Available Places 100 of 100

With this Class

ANTH 102 Cultural Anthropology

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Class: 1821-01-Lecture	Semester	01/31/2022 - 05/21/2022	Monday Wednesday Friday 8:00AM to 8:50AM	Open Seats 12 of 35

Class Preferences

Submit

- Then you confirm one last time:

Step 3 of 3: Confirm Class Swap

You are replacing this Class

ENG 204 Introduction To Creative Writing

Class	Session	Meeting Dates	Days and Times
Class: 1619-05-Lecture	Semester	01/31/2022 - 05/21/2022	Monday Wednesday

With this Class

ANTH 102 Cultural Anthropology

Option Status Open

Are you sure you want to submit?

Class	Session	Meeting Dates	Days and Times
Class: 1821-01-Lecture	Semester	01/31/2022 - 05/21/2022	Monday We

▶ **Class Preferences**

- If successful, you will receive this message:

✓ **Swap ENG 204 - Introduction To Creative Writing with ANTH 102 - Cultural Anthropology**
 This class has been added to your schedule.

Final thoughts on the SWAP feature:

- When adding your preferred class to your shopping cart, make sure to toggle on the “Add to Waitlist if class is full”
- If you get off the waitlist, you will be automatically dropped from your indicated class and added to the other
- We recommend using the SWAP tool when trying to switch from one section of a class to a different section of the same class (ex. Switching from SPAN 101- section 01 to SPAN 101- section 02) or switch from one class to another class at the same time
- Keep track of which classes you set a SWAP for! You will be responsible for any schedule changes made as a result of using the SWAP feature.