Swapping a Lecture

Log into your **Student Center** account using your Western User ID and Password.

1) Under Academics select **Enroll in Classes** (see Figure 3.1).
2) Select the **Swap** tab (see Figure 3.2).

3) Select the term in which the course is that you wish to swap the class for and then select **Continue**.

*Note: Depending on the time of the year, you may have more than one available term to select.*

*Depending on the time of the year, you may not be able to drop a course online. If this is the case, consult with your Academic Counsellor.*
Select the course that you wish to drop from your schedule (see figure 3.3).

5) Pick a new course to be added to your schedule using either the “Class Search” or “My Planner” if you have courses saved in your planner. (To add a course to “My Planner,” see Adding a Class Training Manual).

6) If using Class Search, select it in the drop down and click **Search** (see Figure 3.3).
7) Figure 3.4 will appear. This provides the ability to search for classes by Subject (eg. Chemistry) or Course Number (eg. 1302).

*By clicking Select Subject, a list of all Course Subjects will appear.*

8) Once you have entered a Course Subject AND/OR Course Number, click Search (see Figure 3.4).
9a) Select the specific Class to enroll in by clicking Select Class (see Figure 3.5).

Note: Classes can differ by Date, Time, Location, Instructor
Note: Some courses may only have one scheduled option

9b) If a course has a **Lab** or **Tutorial** Component, it MUST be selected to continue; these are mandatory additions to a Lecture (see Figure 3.5.1).
10) The full details of the course will display.

11) Select the **Next** button to go to the next step in registering for this course
    (see Figure 3.7).
12) Review the “Confirm your selection” page closely.

13) Select the Finish Swapping button to drop the class you are replacing and add the “new class.”
If you have successfully Swapped classes, under the **Status** heading you will see a green checkmark. If there is a red ‘x,’ you will see an error message under the **Message** heading (see Figure 3.9).

Select the **My Class Schedule** button to see your updated class schedule (see Figure 3.10).
To return to the Student Center home page, click the Home link in the top right corner of the page.

The End