Swapping a Tutorial/ Lab/ Exam Centre

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

Student Center Home Page

1) Under Academics select Enroll in Classes (see Figure 4.1).
2) Select the **Swap** tab (see Figure 4.2).

3) Select the term in which the course is that you wish to swap the Tutorial/Lab/Exam Centre 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.**
Swap a Class

1. Select a class to swap

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

Prior to selecting classes, ensure you meet all course prerequisites, antirequisites, and corequisites. Increased course loads require special permission from your Academic Counselling Office.

Tuition charges will be based on the program of study you are registered in, not the faculty that is offering the courses. Refer to the fee schedules for tuition related charges.

4) Select the course that you wish to Swap the Tutorial/ Lab/ Exam Centre (see figure 4.3).

5) Select Class Search from the **Search for Class** drop down and click **Search** (see Figure 4.3).
6) Figure 4.4 will appear. Search for the SAME course.

7) Once you have entered the Course Subject AND/OR Course Number, click **Search** (see Figure 4.4).
8a) **First**, select the Tutorial/ Lab/ Exam Centre you want to swap into.

8b) **Second**, select the same Lecture you are currently enrolled in (see Figure 4.5.1).
Swapping a Class

1. Select a class to swap - Enrollment Preference

2015 Fall/Winter | Undergraduate | University of Western Ontario

Biology 1002B - BIOLOGY FOR SCIENCE II

Class Preferences

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Lecture</td>
<td>MoWe 10:30AM - 11:30AM</td>
<td>Natural Sciences Centre Rm 145</td>
<td>Denis Philip Maxwell, Tom Haffie</td>
<td>2016/01/04 - 2016/04/06</td>
</tr>
<tr>
<td>006</td>
<td>Laboratory</td>
<td>We 9:30AM - 12:30PM</td>
<td>North Campus Building Rm 310</td>
<td></td>
<td>2016/01/04 - 2016/04/06</td>
</tr>
</tbody>
</table>

NOTES

Class Notes FOR STUDENTS ENROLLED IN THE FACULTY OF SCIENCE.

Figure 4.6

9) The full details of the course will display.

10) Select the Next button to go to the next step in swapping the Tutorial/Lab/Exam Centre (see Figure 4.6).
Swap a Class

2. **Confirm your selection**

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

Figure 4.7

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 1002B-001 (4016)</td>
<td>BIOLOGY FOR SCIENCE II (Lecture)</td>
<td>MoWe 10:30AM - 11:30AM</td>
<td>Natural Sciences Centre Rm 145</td>
<td>T. Haffie, D. Maxwell</td>
<td>0.50</td>
<td>✔️</td>
</tr>
<tr>
<td>Biology 1002B-005 (4021)</td>
<td>BIOLOGY FOR SCIENCE II (Laboratory)</td>
<td>Tu 9:30AM - 12:30PM</td>
<td>North Campus Building Rm 310</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11) Review the “Confirm your selection” page closely.

12) Select the **Finish Swapping** button to drop the Tutorial/ Lab/ Exam Centre you are replacing and add the new Tutorial/ Lab/ Exam Centre.
If you have successfully Swapped the Tutorial/ Lab/ Exam Centre, 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 4.8).

**The End**