



Swapping a Tutorial/ Lab/ Exam Centre

Log into your [Student Center](#) account using your Western User ID and Password.

Student Center Home Page

Personal Information

Demographic Data
Release of Information
Emergency Contact
Directory Removal
Privacy Settings
Aboriginal Self-Identification

Contact Information

Your Current Address 1882 Gerard San Francisco CA United States 94117	Admissions Application Address 1882 Gerard San Francisco CA United States 94117
Your Current Telephone Number 415/555-2424	University Provided E-mail reginfos@uwo.ca

Admissions

i You do not have any pending applications at this time.

Ontario Universities' Application Centre (OUAC)
Welcome to Western - Undergraduates

Apply for Graduate Admission
Prospective Graduate Students

Academics

Planning My Weekly Schedule Enroll in Classes Letter of Permission View My Intent To Register Search for Courses Course Enrollment Worksheet Graduate Change of Status	My Academics My Program Apply for Graduation View Graduation Status View My Grades Program Planning Tool Honors and Awards Scholarships and Awards View Transfer Credit Report View Special Permissions	Documentation Transcripts Web Academic Report Official Western Letters Graduate Thesis Repository Graduate Student Regulations My SAO Form Course Syllabi
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Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the 2019 Summer Intercession Regular session on 2019 January 23.
[Details ▶](#)

Advisor

Program Advisor
None Assigned

Western Links

Western OneCard Photo Upload
Student Development Centre
Graduate Studies Fees Info
OWL
Academic Calendars
Draft My Schedule

1) Under Academics select **Enroll in Classes**

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | **Swap** | [Term Information](#)

Swap a Class

2) Select the **Swap** tab

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.

1. Select a class to swap

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

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Ontario

Change Term

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.

Swap This Class
Select from your schedule <input type="text" value="Chemistry 1301A: DISCOVERING CHEMICAL STRUCTI"/>

With This Class
Search for Class <input type="text" value="Class Search"/> <input type="button" value="Search"/>
----- OR -----
Enter Class Nbr <input type="text"/> <input type="button" value="Enter"/>

3) Select the course that you wish to Swap the Tutorial/ Lab/ Exam Centre

4) Select Class Search from the **Search for Class** drop down and click **Search**

Enter Search Criteria

Search for Classes

University of Western Ontario | 2019 Summer

Select at least 2 search criteria. Click Search to view your search results.

▼ Class Search

Enter the first three letters of the course subject and then click the select subject button to return a list of matching subjects.

Course Subject Chemistry

Course Number

Course Career

Show Open Classes Only

▶ Additional Search Criteria

[Return to Swap a Class](#)

Clear

Search

6) Search for the SAME course.

7) Once you have entered the Course Subject AND/OR Course Number, click Search

3 class section(s) found

▼ Chemistry 1301A - DISCOVERING CHEMICAL STRUCTURE

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1300	001-LEC B 1st	MoTuWeThFr 9:30AM - 12:30PM	Western Science Centre Rm 55	Yang Song	2019/05/13 - 2019/05/31	●	<input type="button" value="Select"/>
1301	011-LAB B 1st	WeFr 1:30PM - 4:30PM	TBA		2019/05/13 - 2019/05/31	●	<input type="button" value="Select"/>
1302	021-LAB B 1st	TuTh 1:30PM - 4:30PM	TBA		2019/05/13 - 2019/05/31	●	<input type="button" value="Select"/>

[Return to Swap a Class](#)

New Search

Modify Search

8) Select the Tutorial/Lab/Exam Centre you want to swap into.

1. Select a class to swap - Enrollment Section

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Chemistry 1301A - DISCOVERING CHEMICAL STRUCTURE

Laboratory Section 021**selected** TuTh 1:30PM - 4:30PM Room TBA

Class Nbr	Section	Component	Schedule	Room	Instructor	Status
1300	001	Lecture	MoTuWeThFr 9:30AM - 12:30PM	Western Science Centre Rm 55	Y. Song	● Open

Open Closed Wait List

9) Select the same Lecture you are currently enrolled in (if there is only one lecture it will default in).

1. Select a class to swap - Enrollment Preferences

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Chemistry 1301A - DISCOVERING CHEMICAL STRUCTURE

Class Preferences

Chemistry 1301A-001 Lecture ● Open

Chemistry 1301A-021 Laboratory ● Open

Wait List Wait list if class is full**Grading** Graded**Session** Intersession First Half**Units** 0.50**Career** Undergraduate

Enrollment Information

- Prerequisite(s): Grade 12U Chemistry (SCH4U) or equivalent.

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoTuWeThFr 9:30AM - 12:30PM	Western Science Centre Rm 55	Yang Song	2019/05/13 - 2019/05/31
021	Laboratory	TuTh 1:30PM - 4:30PM	TBA		2019/05/13 - 2019/05/31

NOTES

Class Notes MAY 13-31. SPECIAL PERMISSION TO ADD TO FULL LAB WILL NOT BE GRANTED. MUST BE AVAILABLE UNTIL JUNE 3 FOR FINAL EXAM.

10) The full details of the course will display.

11) Select the **Next** button to go to the next step in swapping the Tutorial/Lab/Exam Centre.

2. Confirm your selection

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

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▼ **You are replacing this class**

✔ Enrolled ✖ Dropped ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
Chemistry 1301A-001 (1300)	DISCOVERING CHEMICAL STRUCTURE (Lecture)	MoTuWeThFr 9:30AM - 12:30PM	Western Science Centre Rm 55	Y. Song	0.50	✔
Chemistry 1301A-011 (1301)	DISCOVERING CHEMICAL STRUCTURE (Laboratory)	WeFr 1:30PM - 4:30PM	TBA			✔

▼ **With this class**

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
Chemistry 1301A-001 (1300)	DISCOVERING CHEMICAL STRUCTURE (Lecture)	MoTuWeThFr 9:30AM - 12:30PM	Western Science Centre Rm 55	Y. Song	0.50	●
Chemistry 1301A-021 (1302)	DISCOVERING CHEMICAL STRUCTURE (Laboratory)	TuTh 1:30PM - 4:30PM	TBA			●

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.

Swap a Class




3. View results

View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.

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 Success: Classes were swapped  Error: Unable to swap class

Class	Message	Status
Swap Chemistry 1301A with Chemistry 1301A	Success: This class has been replaced.	

[My Class Schedule](#)

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.