Swapping a Tutorial/Lab/Exam Centre

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

1) Under Academics select Enroll in Classes

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.
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**
6) Search for the SAME course.

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

8) Select the Tutorial/Lab/Exam Centre you want to swap into.
9) **Select** the same Lecture you are currently enrolled in (if there is only one lecture it will default in).

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.
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.