

The screenshot shows the EMORY student dashboard interface. At the top, there is a blue header with the text "OPUS – SWAP CLASSES". Below this is a dark blue navigation bar with the EMORY logo, a "Menu" dropdown, a search bar, and navigation icons. The main content area is titled "Student" and contains a grid of tiles. The "Course Planning and Enrollment" tile, located in the second row, first column, is highlighted with a red rectangular border. A red arrow points from the left side of the page towards this tile. Other visible tiles include "Announcements", "Communications", "Academic Progress", "Tasks", "Enrollment Holds", "Profile", "Academic Records", "Health", "Financial Aid", "Emory Links", "GER/GEP Search", "Eagle / Dooley Dollars", "Transcripts", "Student Account", "Univ Course Atlas", and "Guest Access".

Select the "Course Planning and Enrollment" tile to *swap classes*.

The screenshot shows the 'View My Classes' page for a student at Emory College in Spring 2018. The left sidebar contains a menu with 'Drop/Swap/Update Classes' selected, and 'Swap Classes' highlighted with a red box. A red arrow points from the 'Drop/Swap/Update Classes' menu item to the 'Swap Classes' option. The main content area displays class details for 'MATH 111 Calculus I' and 'BIOL 223 Developmental Biology'.

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Graded		Liberal Arts & Sciences	Mathematics and Quantitative Reasoning

Class	Start/End Dates	Days and Times	Room
Lecture - 1867 - 6	01/17/2018 - 04/30/2018	Days: Monday Wednesday Friday Times: 5:00PM to 5:50PM	Math & Science Center - W303

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Dropped	3.00	Graded		Liberal Arts & Sciences	

Class	Start/End Dates	Days and Times	Room
Lecture - 1788 - 1	01/17/2018 - 04/30/2018	Days: Monday Wednesday Friday Times: 10:00AM to 10:50AM	1462 Clifton Rd 308

The swap process begins with the “Drop/Swap/Update Classes” option.

Click “Drop/Swap/Update Classes” option to display each option for selection.

Select the “Swap Classes” option.

OPUS – SWAP CLASSES

Spring 2018
Undergraduate Emory College
Emory University

View My Classes
Class Search and Enroll
Shopping Cart
Drop/Swap/Update Classes
Drop Classes
Swap Classes
Update Classes
Course Atlas
Browse Course Catalog
Planner
Enrollment Dates
Exam Schedule

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

MATH 111: Calculus I

With This Class

Search for Classes

Class Search

Or

Select from Shopping Cart

Or

Enter Class Number

Search

You can search for a class, select from the shopping cart, or enter a class number

Select the class from your schedule that you wish to swap out of.

Next, you can select from the shopping cart or if you know the class number you want to swap into, you can enter it in the “Enter Class Number” section.

Next, click the “Search” button.

If class number is blank you will be directed to “Class Search” to search for a class to swap into.

If you entered a class number you will be taken directly to that class.

Swap Classes
Class Search

Spring 2018
Undergraduate Emory College

View My Classes
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Search For Classes

MESAS 338

Additional ways to search

Recently Viewed

Enter the search criteria in the “Search For Classes” search bar and click the “>>”.

Search for class MESAS 338 shows that there is one class option (section) available for this course.

On the left are criteria for further filtering the search results.

Select MESAS 338 to see the class options.

Option	Status	Session	Class	Meeting Dates	Days and Times	Seats
1	Open	Regular Academic Session	Lecture - 1484 - 1	01/17/2018 - 04/30/2018	To be announced	Open Seats 11 of 35

Each class option shows information such as Class Status, Session, Class Component, Meeting dates and times, Room Assignment, and instructor.

The Class Status shows us that the one class section available is open.

Select this class option to swap into this class.

MESAS 338

Tibetan History

▼ **Course Information**

This course is intended to present an overview of the history of Tibet in an unbiased format. Beginning with an introduction to Tibet's geography, people, language and religion, students will then study selected events and episodes in the history of Tibet.

Units 3.00

Grading Student Option

Components Lecture

Course Career Undergraduate Emory College

Expand the “Course Information” section to see a description of the course.

The screenshot shows the 'Swap Classes' interface. At the top, there is a blue header with 'Exit' on the left and 'Next >' on the right. Below the header, the text reads 'Spring 2018 Undergraduate Emory College Emory University'. A vertical sidebar on the left contains three steps: '1 Review Class Selection Visited' (highlighted with a red box), '2 Class Preferences Not Started', and '3 Confirm Class Swap Not Started'. The main content area is titled 'Step 1 of 3: Review Class Selection' and shows 'You have selected' 'MESAS 338 Tibetan History' with an 'Option Status' of 'Open'. Below this is a table with columns for Class, Session, Meeting Dates, Days and Times, and Seats.

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1484 - 1	Regular Academic Session	01/17/2018 - 04/30/2018	To be Announced	Open Seats 11 of 35

When you select your class option, you will then be guided through a series of steps to complete the swap.

Step 1 is to review your selection.

Once reviewed, click the “Next” button to proceed to the next step.

Step 2 is to review the class preferences.

Here you can indicate your desire to be placed on a waitlist if a class is full (in waitlist status).

If a class allows enrollment only by permission, here you can enter a permission number if you have been granted permission.

Here you can also change the grading basis for a class

Once you have completed your preference selections click the “Accept” button to proceed to the next step.

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1867 - 6	Regular Academic Session	01/17/2018 - 04/30/2018	Monday Wednesday Friday 5:00PM to 5:50PM	Open Seats 12 of 38

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1484 - 1	Regular Academic Session	01/17/2018 - 04/30/2018	To be Announced	Open Seats 11 of 35

Step 3 is a final confirmation and submission of your swap request.

After confirming, click the “Submit” button.

OPUS – SWAP CLASSES

Spring 2018
Undergraduate Emory College
Emory University

1 Review Class Selection Complete

2 Class Preferences Complete

3 Confirm Class Swap Visited

Step 3 of 3: Confirm Class Swap

You are replacing this Class

MATH 111 Calculus I

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1867 - 6	Regular Academic Session	01/17/2018 - 04/30/2018	Monday Wednesday Friday 5:00PM to 5:50PM	Open Seats 12 of 38

With this Class

MESAS 338 Tibetan History

Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 1484 - 1	Regular Academic Session	01/17/2018 - 04/30/2018	To be Announced	Open Seats 11 of 35

Class Preferences

Are you sure you want to submit?

Yes No

Select “Yes” to confirm that you want to submit this swap request or “No” to cancel.

Student Confirmation

Spring 2018
Undergraduate Emory College
Emory University

- View My Classes
- Class Search and Enroll
- Shopping Cart
- Drop/Swap/Update Classes
 - Drop Classes
 - Swap Classes**
 - Update Classes
- Course Atlas
- Browse Course Catalog
- Planner
- Enrollment Dates
- Exam Schedule

✔ Swap **MATH 111 - Calculus I** with **MESAS 338 - Tibetan History**
You are required to take this requirement designation for this class. The requirement designation option has been set to yes.

You should then receive a message stating that your swap was successful.