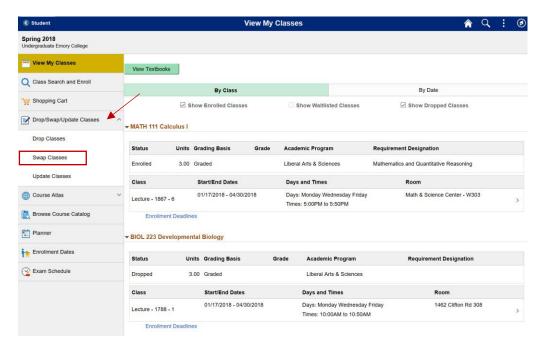


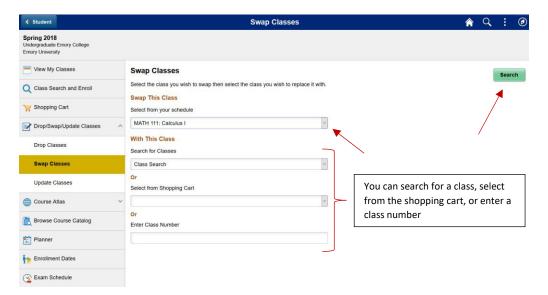
Select the "Course Planning and Enrollment" tile to swap classes.



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.



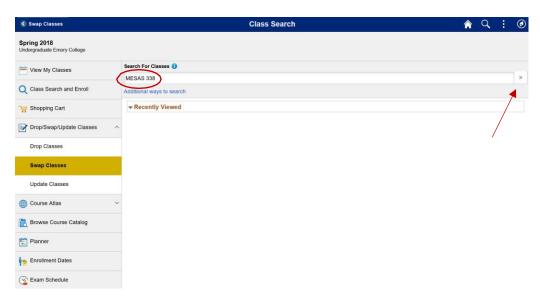
Select the class from your schedule that you wish to swap out of.

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.

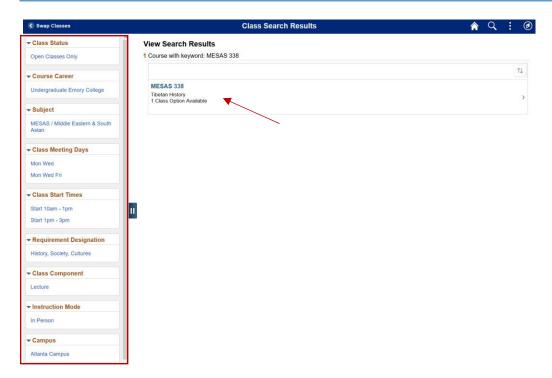
Next, click the "Search" button.

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.



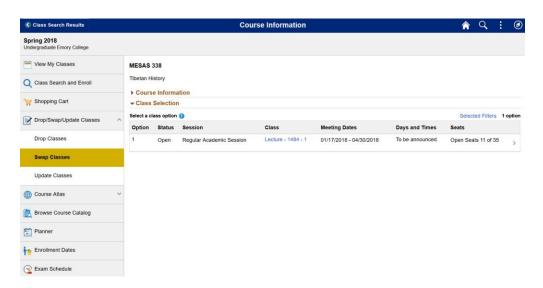
Enter the search criteria in the "Search For Classes" search bar and click the ">>".



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.



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

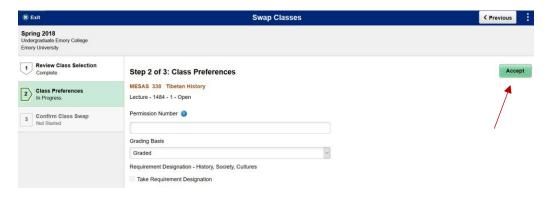
Expand the "Course Information" section to see a description of the course.



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.



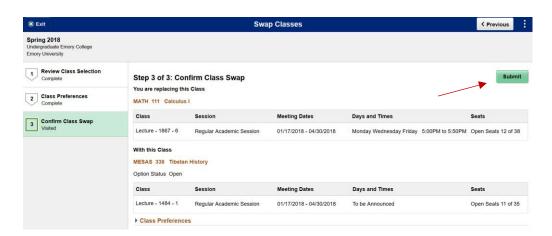
Step 2 is to review the class preferences.

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.

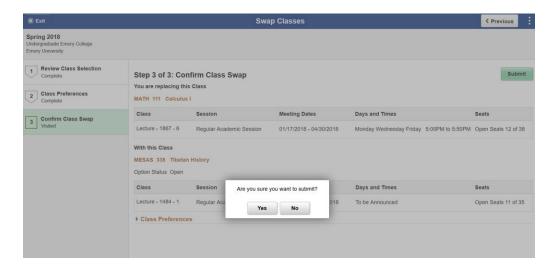
Here you can also change the grading basis for a class

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



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

After confirming, click the "Submit" button.



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



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