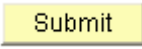## Swap Classes in a Student's Schedule

Use this procedure to swap classes in a student's schedule. Remember that you can only help students swap classes offered through your department.

Please Note: You can add (but not drop or swap) classes for one more day after the Add/Drop period officially ends*. The Registrar's Office may drop a class for a student the day after Add/Drop ends so it will not count as a Withdrawal.*

> **TIP:** By swapping classes in a student's schedule, you ensure that students do not lose a class that they would otherwise have to drop in order to register for a different class.

1. In the SPIRE *Menu*, go to **Student Enrollment** > **Enrollment Request**.

2. On the *Enrollment Request - Add a New Value* page, complete ALL of the four **required** fields.

3. Click ⬛ Add . The *Enrollment Request* page opens.

4. From the *Action* drop-down list, select **Swap Courses**.

5. To select the class to drop, to the right of the *Class Nbr* field, click the **Magnifying Glass** button (🔍). The student's class schedule will open.

6. From the student's class schedule, click **Select Class** to the left of the class you wish to drop. You will return to the *Enrollment Request* page.

7. In the *Change To* field, enter the **Class Number** of the class that the student wishes to add. If you do not know this number, click the **Magnifying Glass** button (🔍) to look it up in the *Schedule of Classes*.

8. To swap additional classes, use the **Plus** Button (➕) to add a new enrollment request row, and then repeat steps 4 through 7.

9. To submit your request, click ⬛ Submit and then check the global *Status* of the entire enrollment request.

Status	Meaning/Notes
Success	All class enrollments were successful.
Success/Messages	All class enrollments were successful, but there are messages regarding one or more enrollment. Use the blue navigation bar to scroll through the class enrollments to find the one(s) with messages.
Errors Found	One or more of the class enrollments had errors. Use the blue navigation bar to scroll through the class enrollments to find the one(s) with errors.

Note: When you submit multiple enrollment requests, the global *Status* to the left of the *Submit* button may show **Errors Found** if any one of the enrollment transactions fails. Use the *blue navigation bar* to check the status of each enrollment transaction to locate the error.

Scroll down to the bottom of the page to view any messages or errors in the Error Messages section. Correct the errors, or leave the enrollment request as is.