

# STUDENT CENTER DROP OR SWAP CLASSES HELP GUIDE FOR STUDENTS

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## 1. DROP A CLASS

### Step 1 – Selecting Classes to Drop

Search | **Enroll** | My Academics

my class schedule | add | drop | swap | term information

### Drop Classes

#### 1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Drop a Wait List class the same as you would an enrolled class:

1. Select the class
2. Select **DROP SELECTED CLASSES**

Fall 2012 | Undergraduate | California State Univ. Chico **change term**

✓ Enrolled    ⊗ Dropped    ▲ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	<a href="#">ANTH 301-02 (1130)</a>	Physical Anthropology (Laboratory)	Mo 2:00PM - 4:50PM	Butte Hall 301	B. Shook		✓
<input type="checkbox"/>	<a href="#">ANTH 301-01 (1129)</a>	Physical Anthropology (Lecture)	MoWeFr 11:00AM - 11:50AM	Butte Hall 319	B. Shook	4.00	✓
<input type="checkbox"/>	<a href="#">PSYC 215-01 (1752)</a>	Environmental Psychology (Lecture)	MoWeFr 10:00AM - 10:50AM	Modoc Hall 222	L. Kline	3.00	✓
<input type="checkbox"/>	<a href="#">RELS 332-01 (3662)</a>	World Religions & Global Iss (Lecture)	MoWe 4:00PM - 5:15PM	Langdon Engineering Center 302	D. Veidlinger	3.00	▲

**DROP SELECTED CLASSES**

## Step 2 – Confirm Classes

Search	Enroll	My Academics		
my class schedule	add	drop	swap	term information

### Drop Classes

1 2 3

#### 2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Confirm the classes to be dropped.

Select **PREVIOUS** to make corrections.

Select **FINISH DROPPING**

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✓ Enrolled    ✗ Dropped    ⚠ Wait Listed						
Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">RELS 332-01 (3662)</a>	World Religions & Global Iss (Lecture)	MoWe 4:00PM - 5:15PM	Langdon Engineering Center 302	D. Veidlinger	3.00	⚠

**CANCEL**    **PREVIOUS**    **FINISH DROPPING**

## Step 3 – View Results

Search	Enroll	M	
my class schedule	add	drop	swap

### Drop Classes

#### 3. View results

View the results of your enrollment request. Click Fix Errors to make changes request.

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✓ Success: dropped    ✗ Error: unable to drop class		
Class	Message	Status
RELS 332	<b>Success:</b> This class has been removed from your schedule.	✓

**MY CLASS SCHEDULE**

If the status is ✓ Success, you have been dropped from the class or the wait list.

If the status is ✗ Error, you have not been dropped or removed from the waitlist for the class. Review the message and contact the appropriate campus office for assistance.

Select **MY CLASS SCHEDULE** to view enrolled and waitlisted classes.

## 2. SWAP A CLASS

### Step 1 – Selecting Classes to Swap

#### Swap a Class

##### 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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Swap This Class

Select from your schedule

With This Class

Search for Class


----- OR -----

Select from Shopping Cart

----- OR -----

Enter Class Nbr

Select the class you are enrolled in that should be dropped if you are successfully enrolled in the class selected below.



Swap cannot be used for Wait Listed  classes that share a common **Related Class**, such as labs that share a common lecture.

Select the class you wish to be enrolled in instead of the one selected above. You may:

- Search for a class.
- If you have classes in your Shopping Cart you may select the appropriate class.
- Enter a class number.

#### My Fall 2012 Class Schedule

Enrolled
  Dropped
  Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">ANTH 301-03 (1131)</a>	Physical Anthropology (Laboratory)	We 2:00PM - 4:50PM	Butte Hall 301	B. Shook		
ANTH 301-01 (1129)	Physical Anthropology (Lecture)	MoWeFr 11:00AM - 11:50AM	Butte Hall 319	B. Shook	4.00	<input checked="" type="checkbox"/>
<a href="#">ANTH 301-02 (1130)</a>	Physical Anthropology (Laboratory)	Mo 2:00PM - 4:50PM	Butte Hall 301	B. Shook		<input checked="" type="checkbox"/>
<a href="#">ENGL 203-01 (3166)</a>	Shakespeare in Film (Lecture)	Mo 5:30PM - 8:20PM	Holt Hall 170	R. Obrien	3.00	<input checked="" type="checkbox"/>
<a href="#">RELS 332-01 (3662)</a>	World Religions & Global Iss (Lecture)	MoWe 4:00PM - 5:15PM	Langdon Engineering Center 302	D. Veidlinger	3.00	

## Step 1 – Selecting Classes to Swap (cont)

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

**Class Search Criteria**

**Course Subject**

**Course Number**  is exactly

**Course Career**  Undergraduate

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

**Additional Search Criteria**

**Meeting Start Time**  greater than or equal to

**Meeting End Time**  less than or equal to  (example: 1:00PM)

**Day of Week**  include only these days

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

**Instructor Last Name**  is exactly

**Class Nbr**  (example: 1136)

**Course Attribute**   (example: Class Category)

**Course Attribute Value**   (example: GE Classes)

**Course Title Keyword**  (example: statistics)

**Minimum Units**  greater than or equal to

**Maximum Units**  less than or equal to

**Course Component**

**Session**

**Mode of Instruction**

There are many ways to search for classes. By clicking on the 'Additional Search Criteria' you can search for classes by time, day of week, instructor, course attribute (General Education, Ethnic Studies, Nonwestern Studies, Course Link, etc.) and many other options.

[Return to Swap a Class](#)

CLEAR CRITERIA

SEARCH


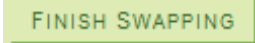
## Step 2 – Confirm Classes

### Swap a Class






#### 2. Confirm your selection


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

If you select a class from your Shopping Cart and the class is Wait Listed , select the class link to check the **Wait list if class is full** box before you 




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**You are replacing this class**


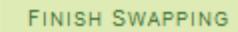
 Enrolled  Dropped  Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">ENGL 203-01 (3166)</a>	Shakespeare in Film (Lecture)	Mo 5:30PM - 8:20PM	Holt Hall 170	R. Obrien	3.00	


**With this class**

 Open  Closed  Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">RELS 332-01 (3662)</a>	World Religions & Global Iss (Lecture)	MoWe 4:00PM - 5:15PM	Langdon Engineering Center 302	D. Veidlinger	3.00	

You will only be dropped from your enrolled class when you are successfully enrolled in the new class.

Swap cannot be used for Wait Listed  classes that have a **Related Class** in common such as labs that share a common lecture.

## Step 3 – View Results

Search      Enroll      My Academics

my class schedule || add || drop || swap || term information



### Swap a Class




#### 3. View results


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


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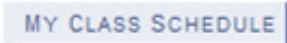
 Success: Classes were swapped  Error: Unable to swap class

Class	Message	Status
Swap ENGL 203 with PSYC 315	<b>Success:</b> This class has been replaced.	



If the status is  Success, you have been added to the class or placed on the wait list successfully.

If the status is  Error, you have not been dropped from your enrolled class or added to the new class. To fix an error either select the swap tab to select another class/section or check the **wait list if class is full** box, or contact the appropriate campus office for assistance.

Select  to view enrolled and waitlisted classes.