

Enrollment - Swap Class

A class can be switched with another class by using swap. This drops a class and adds a class at the same time. The benefit of swap is if the new class is not successfully added the current class will not be dropped, possibly losing the spot in the class.

Select the class to be dropped from the drop down. The list will be of classes that are on your class schedule. Classes with labs or discussions will only be listed once, see the lecture and lab/discussion will be dropped together.

Enter the class number for the class to be added or search and select the class through class search. Click enter button beside the class number to begin the swap process.

The screenshot shows the 'Jayhawk Student' portal navigation bar with 'Enrollment > Enrollment: Add Classes' selected. Below the navigation are buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'. Underneath these are links for 'my class schedule', 'add', 'drop', 'swap', 'edit', 'term information', and 'withdrawal form'. The 'Swap a Class' section is highlighted, with a tab indicator showing '1' selected.

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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The 'Swap This Class' form is shown. It has two main sections: 'Select from your schedule' and 'With This Class'. In the 'Select from your schedule' section, a dropdown menu is open showing 'GEOLOGY 103: Geology Fundamentals Laboratory' selected, with other options 'AAAS 690: Investigation and Conference' and 'GEOLOGY 103: Geology Fundamentals Laboratory' visible. In the 'With This Class' section, there is a 'Search for Class' dropdown with 'Class Search' selected and a 'search' button. Below that, there is an 'Enter Class Nbr' field with '4548' entered and an 'enter' button. An 'OR' separator is also present between the search and enter options.

Click on Finish Swapping to see if the swap is successful and the classes switched.

Enrollment: Swap Classes

Enroll & Pay

Favorites | Main Menu > Enroll and Pay > Enrollment > Enrollment: Add Classes

Jayhawk Student

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information || withdrawal form

Swap a Class



2. Confirm your selection

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

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▼ You are replacing this class

Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
GEOL 103-1000 (16539)	Geology Fundamentals Laboratory (Lab Main)	MW 9:00AM - 10:50AM	Lindley 307	D. Kamola	2.00	<input checked="" type="checkbox"/>

▼ With this class

Open
 Closed
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
EVRN 347-1000 (45480)	Envrn History of North America (Lecture)	MWF 1:00PM - 1:50PM	Snow 120	D. Worster	3.00	<input type="checkbox"/>

It shows success when the swap is successful.

Favorites | Main Menu > Enroll and Pay > Enrollment > Enrollment: Add Classes

Jayhawk Student

Search Plan Enroll My Academics

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Swap a Class

1 2 3

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 GEOL 103 with EVRN 347	Success: This class has been replaced.	✓

[MY CLASS SCHEDULE](#)