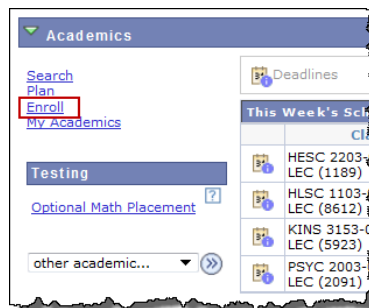


Swapping a Class

Swapping a class allows you to simultaneously add a class at the same time you drop one. The benefit is that you don't have to drop the one class unless you can successfully add the new class.

Swapping a Class

1. Log in to UAConnect and navigate to your Student Center.
2. Click the **Enroll** link to access the drop process.



3. Click the **Swap** tab. This is where you select the term containing the class you wish to swap.

NOTE: If more than one term is open for enrollment changes, you will be offered a choice of terms. Select the appropriate term from the options given by clicking the radio button next to the term.

4. Click **Continue**.

Search
Plan
Enroll
My Academics

my class schedule
add
drop
swap
edit
term information

Swap a Class

Select Term

Select a term then click Continue.		
Term	Career	Institution
<input type="radio"/> Spring 2011	Undergraduate	The University of Arkansas
<input type="radio"/> Summer 2011	Undergraduate	The University of Arkansas
<input checked="" type="radio"/> Fall 2011	Undergraduate	The University of Arkansas

CONTINUE

Be aware

Select Term looks the same on each tab

My Class Schedule

Add

Drop

Swap

Make sure you are on the **Drop** tab when dropping a class.



- Click the drop down arrow to select the class you wish to drop from your schedule. In this example we will switch GEOS 3023 for GEOS 3543

Swap a Class

1 2 3

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Fall 2011 | Undergraduate | The University of Arkansas change term

Swap This Class

Select from your schedule GEOS 3023: INTRO TO CARTOGRAPHY ▼

GEOS 3023: INTRO TO CARTOGRAPHY

MATH 1203C: COLLEGE ALGEBRA

With This Class

Search for Class Class Search ▼ search

----- OR -----

Enter Class Nbr enter

- Click the **Search** button to **Search for the Class** you wish to add to your schedule or type in the class number in the **Enter the Class Nbr** field and click **Search**.

Swap a Class

1 2 3

Enter Search Criteria

The University of Arkansas | Fall 2011

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

Class Search Criteria

Course Subject select subject Geosciences

Course Number is exactly ▼

Course Career Undergraduate ▼

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

[Return to Swap a Class](#)

CLEAR CRITERIA
SEARCH



7. Scroll down to the Search Results.

GEOS 3023 - Introduction to Cartography (Fa)

View All Sections First 1 of 1 Last

Section 001-LEC(5620) View Books Status ● select class

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuTh 2:00PM - 3:20PM	TBA	Christopher Angel	08/22/2011 - 12/16/2011

GEOS 3543 - Geographic Information Science (Sp, Fa)

View All Sections First 1 of 1 Last

Section 001-LEC(6766) View Books Status ● select class

Session Regular Combined Section

Days & Times	Room	Instructor	Meeting Dates
MoWe 3:30PM - 4:50PM	Classroom SCEN 0610	Fred Limp	08/22/2011 - 12/16/2011

GEOS 4413 - Principles of Remote Sensing (Fa)

8. Click **Select Class** to add the class to your swap.

9. Review the Enrollment Preference page.

10. Click **Next** to continue.

Swap a Class

1 2 3

1. Select a class to swap - Enrollment Preference

Fall 2011 | Undergraduate | The University of Arkansas

GEOS 3543 - GEOGRAPHIC INFO SCIENCE

Class Preferences

GEOS 3543-001 Lecture ● Open Wait List Wait list if class is full

Permission Nbr

Session Regular Academic Session Grading Graded

Career Undergraduate Units 3.00

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWe 3:30PM - 4:50PM	Classroom SCEN 0610	Fred Limp	08/22/2011 - 12/16/2011



11. Confirm the classes you have selected for this swap process.

Swap a Class

1 | **2** | 3

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
GEOS 3023-001 (5620)	INTRO TO CARTOGRAPHY (Lecture)	TuTh 2:00PM - 3:20PM	TBA	E. Wright	3.00	✔

▼ With this class

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
GEOS 3543-001 (6766)	GEOGRAPHIC INFO SCIENCE (Lecture)	MoWe 3:30PM - 4:50PM	Classroom SCEN 0610	E. Wright	3.00	●

CANCEL FINISH SWAPPING

12. Click **Finish Swapping** when you are satisfied with the classes.

13. View the results of your swapped classes. The **Status** will display either a green check mark or a red X indicating either success or error.

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.

Fall 2011 | Undergraduate | The University of Arkansas

✔ Success: Classes were swapped ✕ Error: Unable to swap class

Class	Message	Status
Swap GEOS 3023 with GEOS 3543	Success: This class has been replaced.	✔

MY CLASS SCHEDULE



14. Click **My Class Schedule** to review your new class schedule.

My Class Schedule

Select Display Option List View Weekly Calendar View

Fall 2011 | Undergraduate | The University of Arkansas [change term](#)

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes [filter](#)

GEOS 3543 - GEOGRAPHIC INFO SCIENCE

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Graded		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
6766	001	Lecture	MoWe 3:30PM - 4:50PM	Classroom SCEN 0610	Fred Limp	08/22/2011 - 12/16/2011

MATH 1203C - COLLEGE ALGEBRA

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	3.00	Graded		University	

