



Swapping a Lecture

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Student Center Home Page

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Contact Information

Your Current Address
2566 Simpson Trail Court
London ON Canada N6A 1K8

Admissions Application Address
1111 Mustang Way
London ON Canada N6G 5B8

Your Current Telephone Number
519 6612111
Ext 88888

University Provided E-mail
reginfos@uwo.ca

Admissions

Incomplete Admitted Accepted Offer Not Offered Admission

My Applications

Undergraduate	Main Campus - Faculty of Arts and Humanities	W 2017	Applied
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Academics

Planning

[My Weekly Schedule](#)
1 Enroll in Classes
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My Academics

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Documentation

[Transcripts](#)
[Web Academic Report](#)
[Official Western Letters](#)
[Graduate Thesis Repository](#)
[Graduate Student Regulations](#)
[My SAO Form](#)

Holds

U.W.O. - Fees Office
Western ONECard
[details▶](#)

To Do List

No To Do's.

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the 2017 Fall/Winter Fall/Winter Regular Session session on 2017 June 1.
[details▶](#)

Advisor

Program Advisor
None Assigned

Western Links

[WesternOne Card Photo Upload](#)
[Student Development Centre](#)
[Graduate Studies Fees Info](#)
[OWL](#)
[Academic Calendars](#)
[Draft My Schedule](#)

Figure 3.1

1) Under Academics select **Enroll in Classes** (see Figure 3.1).

Search Plan Enroll My Academics

my class schedule add drop swap term information

Swap a Class 2

Select Term

Select a term then click Continue.

Term	Career	Institution
<input checked="" type="radio"/> 2015 Fall/Winter	Undergraduate	University of Western Ontario

3

CONTINUE

Figure 3.2

2) Select the **Swap** tab (see Figure 3.2).

3) Select the term in which the course is that you wish to swap the class for and then select **Continue**.

Note: Depending on the time of the year, you may have more than one available term to select.

Depending on the time of the year, you may not be able to drop a course online. If this is the case, consult with your Academic Counsellor.

Search Plan Enroll My Academics

my class schedule add drop swap term information

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.

2015 Fall/Winter | Undergraduate | University of Western Ontario [change term](#)

Prior to selecting classes, ensure you meet all course prerequisites, antirequisites, and corequisites. Increased course loads require special permission from your Academic Counselling Office.

Tuition charges will be based on the program of study you are registered in, not the faculty that is offering the courses. Refer to the fee schedules for tuition related charges.

Swap This Class

Select from your schedule

With This Class

Search for Class

My Planner

Enter Class Nbr

My 2015 Fall/Winter Class Schedule

Figure 3.3

- 4) Select the course that you wish to drop from your schedule (see figure 3.3).
- 5) Pick a new course to be added to your schedule using either the “Class Search” or “My Planner” if you have courses saved in your planner. (To add a course to “My Planner,” see Adding a Class Training Manual).
- 6) If using Class Search, select it in the drop down and click **Search** (see Figure 3.3) .

Search Plan Enroll My Academics

search for classes browse course catalog

Add Classes

Enter Search Criteria

University of Western Ontario | 2015 Fall/Winter

Enter the first three letters of the course subject and then click the select subject button to return a list of matching subjects.

Class Search Criteria

Course Subject select subject 7

Course Number

Course Career

Show Open Classes Only

Select at least 2 search criteria. Click Search to view your search results.
Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

[Return to Add Classes](#) CLEAR CRITERIA SEARCH

8

Search Plan Enroll My Academics

Search For Classes Browse Course Catalog

go to ...

Figure 3.4

7) Figure 3.4 will appear. This provides the ability to search for classes by Subject (eg. **Chemistry**) or Course Number (eg. **1302**).

*By clicking **Select Subject**, a list of all Course Subjects will appear.*

8) Once you have entered a Course Subject AND/OR Course Number, click **Search** (see Figure 3.4).

Chemistry 1302B - - DISCOVERING CHEMICAL ENERGETICS

View All Sections First 1-3 of 13 Last

Section [002-LEC\(5429\)](#) Status ● select class

Session W 2nd

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 9:30AM - 10:30AM	North Campus Building Rm 101	Cmg Mmcga	2016/01/04 - 2016/04/06

Section [004-LEC\(5430\)](#) Status ● select class

Session W 2nd

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 12:30PM - 1:30PM	Natural Sciences Centre Rm 145	Cmgmd Adgccgmdg	2016/01/04 - 2016/04/06

Section [005-LEC\(5431\)](#) Status ● select class

Instructor	Meeting Dates
Dddggmggc Mmcggm Ammcmd	2016/01/04 - 2016/04/06

Figure 3.5

Chemistry 1302B - DISCOVERING CHEMICAL ENERGETIC

Lecture selected: Section 004
MoWeFr 12:30PM - 1:30PM Natural Sciences Centre Rm 145

● Open ■ Full ▲ Wait List

Select Laboratory section (Required):

Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	6835 013	Mo 2:30PM - 5:30PM	Material Sci Addition Rm 1220		■
<input type="radio"/>	6841 014	Mo 2:30PM - 5:30PM	TBA		■
<input type="radio"/>	9774 015	Mo 6:00PM - 9:00PM	Material Sci Addition Rm 1220		■
<input type="radio"/>	9775 016	Mo 6:00PM - 9:00PM	TBA		●
<input type="radio"/>	5432 021	Tu 9:30AM - 12:30PM	Material Sci Addition Rm 1220		■
<input type="radio"/>	5433 022	Tu 9:30AM - 12:30PM	TBA		●
<input type="radio"/>	5434 023	Tu 2:30PM - 5:30PM	Material Sci Addition Rm 1220		■
<input type="radio"/>	5435 024	Tu 2:30PM - 5:30PM	TBA		■
<input type="radio"/>	5436 025	Tu 6:00PM - 9:00PM	Material Sci Addition Rm 1220		●
<input type="radio"/>	5437 026	Tu 6:00PM - 9:00PM	TBA		●
<input type="radio"/>	5438 031	We 9:30AM - 12:30PM	Material Sci Addition Rm 1220		■
<input type="radio"/>	5439 032	We 9:30AM - 12:30PM	TBA		●
<input type="radio"/>	5440 033	We 2:30PM - 5:30PM	Material Sci Addition Rm 1220		■

Figure 3.5.I

9a) Select the specific Class to enroll in by clicking Select Class (see Figure 3.5).

Note: Classes can differ by Date, Time, Location, Instructor

Note: Some courses may only have one scheduled option

9b) If a course has a **Lab** or **Tutorial** Component, it **MUST** be selected to continue; these are mandatory additions to a Lecture (see Figure 3.5.I).

Search Plan Enroll My Academics

my class schedule add drop swap term information

Swap a Class

1 2 3

1. Select a class to swap - Enrollment Preference

2015 Fall/Winter | Undergraduate | University of Western Ontario

Chemistry 1302B - DISCOVERING CHEMICAL ENERGETIC

Class Preferences

Chemistry 1302B-002	Lecture	<input checked="" type="radio"/> Open	Grading	Graded
Chemistry 1302B-013	Laboratory	<input type="checkbox"/> Full	Units	0.50

Session Second Half Session
Career Undergraduate

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
002	Lecture	MoWeFr 9:30AM - 10:30AM	North Campus Building Rm 101	Cmg Mmcga	2016/01/04 - 2016/04/06
013	Laboratory	Mo 2:30PM - 5:30PM	Material Sci Addition Rm 1220		2016/01/04 - 2016/04/06

NOTES

Class Notes STUDENTS CANNOT BE ADDED TO A LAB/TUTORIAL THAT IS ALREADY FULL. STUDENTS ENROLLING IN BOTH 1301A AND 1302B DO NOT NEED TO BE IN THE SAME SECTIONS FOR BOTH COURSES.

Figure 3.7

10) The full details of the course will display.

11) Select the **Next** button to go to the next step in registering for this course
(see Figure 3.7).

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

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.

2015 Fall/Winter | Undergraduate | University of Western Ontario

You are replacing this class

Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
Biology 1002B-001 (4018)	BIOLOGY FOR SCIENCE II (Lecture)	MoWe 10:30AM - 11:30AM	Natural Sciences Centre Rm 145	M. Dcccgm, G. Dcgdmaa	0.50	<input checked="" type="checkbox"/>
Biology 1002B-005 (4021)	BIOLOGY FOR SCIENCE II (Laboratory)	Tu 9:30AM - 12:30PM	North Campus Building Rm 310			<input checked="" type="checkbox"/>

With this class

Open
 Full
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
Chemistry 1302B-002 (5429)	DISCOVERING CHEMICAL ENERGETIC (Lecture)	MoWeFr 9:30AM - 10:30AM	North Campus Building Rm 101	C. Mmcga	0.50	<input checked="" type="checkbox"/>
Chemistry 1302B-013 (6835)	DISCOVERING CHEMICAL ENERGETIC (Laboratory)	Mo 2:30PM - 5:30PM	Material Sci Addition Rm 1220			<input type="checkbox"/>

CANCEL FINISH SWAPPING

Figure 3.8

- 12) Review the “Confirm your selection” page closely.
- 13) Select the **Finish Swapping** button to drop the class you are replacing and add the “new class.”

Search Plan Enroll My Academics

my class schedule add drop swap term information

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.

2015 Fall/Winter | Undergraduate | University of Western Ontario

✓ Success: Classes were swapped
✗ Error: Unable to swap class

Class	Message	Status
Swap Biology 1002B with Chemistry 1302B	Success: This class has been replaced.	✓

MY CLASS SCHEDULE

Figure 3.9

If you have successfully Swapped classes, under the **Status** heading you will see a green checkmark. If there is a red 'x,' you will see an error message under the **Message** heading (see Figure 3.9).

Select the **My Class Schedule** button to see your updated class schedule (see Figure 3.10).

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)
[my class schedule](#) | [add](#) | [drop](#) | [swap](#) | [term information](#)

My Class Schedule

Select Display Option List View Weekly Calendar View

2015 Fall/Winter | Undergraduate | University of Western Ontario [change term](#)

Class Schedule Filter Options

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

Chemistry 1302B - DISCOVERING CHEMICAL ENERGETIC									
Class Nbr	Section	Component	Topic	Units	Status	Days & Times	Room	Instructor	Start/End Date
5429	002	Lecture		0.50	Enrolled	MoWeFr 9:30AM - 10:30AM	North Campus Building Rm 101	Cmg Mmcga	2016/01/04 - 2016/04/06
5449	051	Laboratory				Fr 9:30AM - 12:30PM	Material Sci Addition Rm 1220		2016/01/04 - 2016/04/06

Figure 3.10

To return to the Student Center home page, click the Home link in the top right corner of the page.

The End