



Swapping a Tutorial/ Lab/ Exam Centre

Log into your [Student Center](#) account using your Western User ID and Password.

Student Center Home Page

Personal Information

Demographic Data
[Release of Information](#)
[Emergency Contact](#)
[Directory Removal](#)
[Privacy Settings](#)
[Aboriginal Self-Identification](#)

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
---------------	--	--------	---------

[Ontario Universities' Application Centre \(OUAC\)](#)
[Welcome to Western - Undergraduates](#) [Apply for Graduate Admission](#)
[Prospective Graduate Students](#)

Academics

Planning
[My Weekly Schedule](#)
1 [Enroll in Classes](#)
[Letter of Permission](#)
[View My Intent To Register](#)
[Search for Courses](#)
[Course Enrollment Worksheet](#)
[Graduate Change of Status](#)

My Academics
[My Program](#)
[Apply for Graduation](#)
[View Graduation Status](#)
[View My Grades](#)
[Program Planning Tool](#)
[Honors and Awards](#)
[Scholarships and Awards](#)
[View Transfer Credit Report](#)
[View Special Permissions](#)

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 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 4.1

I) Under Academics select **Enroll in Classes** (see Figure 4.1).

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 4.2

2) Select the **Swap** tab (see Figure 4.2).

3) Select the term in which the course is that you wish to swap the Tutorial/ Lab/ Exam Centre 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

Enter Class Nbr

[My 2015 Fall/Winter Class Schedule](#)

Figure 4.3

4) Select the course that you wish to Swap the Tutorial/ Lab/ Exam Centre (see figure 4.3).

5) Select Class Search from the **Search for Class** drop down and click **Search** (see Figure 4.3) .

Swap a Class 1 2 3

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	<input type="button" value="select subject"/>	<input type="text" value="BIOLOGY"/>	Biology 6
Course Number	<input type="text" value="contains"/>	<input type="text" value="1002"/>	<input type="button" value="x"/>
Course Career	<input type="text" value="Undergraduate"/>		

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.

[Return to Swap a Class](#) 7

Figure 4.4

- 6) Figure 4.4 will appear. Search for the SAME course.
- 7) Once you have entered the Course Subject AND/OR Course Number, click **Search** (see Figure 4.4).

Biology 1002B - - BIOLOGY FOR SCIENCE II

View 3 First 1-28 of 28 Last

Section [001-LEC\(4018\)](#) Status ● [select class](#)

Session W 2nd

Days & Times	Room	Instructor	Meeting Dates
MoWe 10:30AM - 11:30AM	Natural Sciences Centre Rm 145	Denis Philip Maxwell, Tom Haffie	2016/01/04 - 2016/04/06

Section [002-LEC\(4019\)](#) Status ● [select class](#)

Session W 2nd

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:30AM - 11:30AM	North Campus Building Rm 101	Denis Philip Maxwell, Tom Haffie	2016/01/04 - 2016/04/06

Section [005-LAB\(4021\)](#) Status ● [select class](#)

Session W 2nd

Days & Times	Room	Instructor	Meeting Dates
Tu 9:30AM - 12:30PM	North Campus Building Rm 310		2016/01/04 - 2016/04/06

Section [006-LAB\(4022\)](#) Status ● **8a)** [select class](#)

Session W 2nd

Days & Times	Room	In
We 9:30AM - 12:30PM	North Campus Building Rm 310	

Figure 4.5

Search Plan Enroll My Academics

my class schedule add drop swap term information

Swap a Class 1 [] []

1. Select a class to swap - Enrollment Section

2015 Fall/Winter | Undergraduate | University of Western Ontario

Biology 1002B - BIOLOGY FOR SCIENCE II

Laboratory selected: Section 006
We 9:30AM - 12:30PM North Campus Building Rm 310

● Open ■ Full ▲ Wait List

Class Nbr	Section	Component	Schedule	Room	Instructor	Status
<input checked="" type="radio"/> 4018	001	Lecture	MoWe 10:30AM - 11:30AM	Natural Sciences Centre Rm 145	T. Haffie, D. Maxwell	● 8b)
<input type="radio"/> 4019	002	Lecture	TuTh 10:30AM - 11:30AM	North Campus Building Rm 101	T. Haffie, D. Maxwell	●

View All Sections | First 1-2 of 2 Last

CANCEL NEXT

Figure 4.5.1

- 8a) **First**, select the Tutorial/ Lab/ Exam Centre you want to swap into.
- 8b) **Second**, select the same Lecture you are currently enrolled in (see Figure 4.5.1).

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

Biology 1002B - BIOLOGY FOR SCIENCE II

Class Preferences

Biology 1002B-001	Lecture	● Open	Grading	Graded
Biology 1002B-006	Laboratory	● Open	Units	0.50

Session Second Half Session
Career Undergraduate

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWe 10:30AM - 11:30AM	Natural Sciences Centre Rm 145	Denis Philip Maxwell, Tom Haffie	2016/01/04 - 2016/04/06
006	Laboratory	We 9:30AM - 12:30PM	North Campus Building Rm 310		2016/01/04 - 2016/04/06

NOTES

Class Notes FOR STUDENTS ENROLLED IN THE FACULTY OF SCIENCE.

Figure 4.6

9) The full details of the course will display.

10) Select the **Next** button to go to the next step in swapping the Tutorial/ Lab/ Exam Centre (see Figure 4.6).

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	T. Haffie, D. Maxwell	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
Biology 1002B-001 (4018)	BIOLOGY FOR SCIENCE II (Lecture)	MoWe 10:30AM - 11:30AM	Natural Sciences Centre Rm 145	T. Haffie, D. Maxwell	0.50	<input checked="" type="checkbox"/>
Biology 1002B-006 (4022)	BIOLOGY FOR SCIENCE II (Laboratory)	We 9:30AM - 12:30PM	North Campus Building Rm 310			<input checked="" type="checkbox"/>

CANCEL **FINISH SWAPPING**

Figure 4.7

- 11) Review the “Confirm your selection” page closely.
- 12) Select the **Finish Swapping** button to drop the Tutorial/ Lab/ Exam Centre you are replacing and add the new Tutorial/ Lab/ Exam Centre.

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 Biology 1002B	Success: This class has been replaced.	✓

MY CLASS SCHEDULE

Figure 4.8

If you have successfully Swapped the Tutorial/ Lab/ Exam Centre, 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 4.8).

The End