



# Swapping a Lecture

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

Student Center Home Page

The screenshot shows the Student Center Home Page with several sections:

- Personal Information:** Includes links for Demographic Data, Release of Information, Emergency Contact, Directory Removal, Privacy Settings, and Aboriginal Self-Identification.
- Contact Information:** A table with two columns: 'Your Current Address' and 'Admissions Application Address'. Both columns list the same address: 1882 Gerard, San Francisco CA United States 94117. Below this, it shows 'Your Current Telephone Number' as 415/555-2424 and 'University Provided E-mail' as reginfos@uwo.ca.
- Admissions:** A message box states 'You do not have any pending applications at this time.' Below this are links for 'Ontario Universities' Application Centre (OUAC) Welcome to Western - Undergraduates' and 'Apply for Graduate Admission Prospective Graduate Students'.
- Academics:** A menu with three columns:
  - Planning:** My Weekly Schedule, **Enroll in Classes** (highlighted with a red box), 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, Course Syllabi.
- Holds:** No Holds.
- To Do List:** No To Do's.
- Enrollment Dates:** Enrollment Appointment: You may begin enrolling for the 2019 Summer Intercession Regular session on 2019 January 23. Includes a 'Details' link.
- Advisor:** Program Advisor: None Assigned.
- Western Links:** Western OneCard Photo Upload, Student Development Centre, Graduate Studies Fees Info, OWL, Academic Calendars, Draft My Schedule.

1) Under Academics select **Enroll in Classes**

2) Select the **Swap** tab

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

## 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.

2019 Summer | 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**

----- OR -----

Enter Class Nbr

*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.*

4) Select the course that you wish to drop from your schedule

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.

6) If using Class Search, select it in the drop down and click **Search**

## Search for Classes

University of Western Ontario | 2019 Summer

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

### ▼ Class Search

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

Course Subject   Psychology

Course Number

Course Career

Show Open Classes Only

### ▶ Additional Search Criteria

[Return to Swap a Class](#)

7) This provides the ability to search for classes by Subject (eg. **Psychol**) or Course Number (eg. **1000**).

*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**

## 1 class section(s) found

### ▼ Psychology 1000 - INTRODUCTION TO PSYCHOLOGY

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1171	001-LEC N Reg	TuTh 7:00PM - 10:00PM	University Community Ctr Rm146	Laura Lyn Fazakas-Dehoog	2019/05/06 - 2019/07/26	<span style="color: green;">●</span>	<input type="button" value="Select"/>

[Return to Swap a Class](#)

9a) Select the specific Class to enroll in by clicking Select Class

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

Swap a Class



### 1. Select a class to swap - Enrollment Preferences

2019 Summer | Undergraduate | University of Western Ontario  
Psychology 1000 - INTRODUCTION TO PSYCHOLOGY

#### Class Preferences

Psychology 1000-001    Lecture    ● Open

**Session** Summer Evening Regular  
**Career** Undergraduate

**Wait List**  Wait list if class is full

**Grading** Graded

**Units** 1.00

Cancel

Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	TuTh 7:00PM - 10:00PM	University Community Ctr Rm146	Laura Lyn Fazakas-Dehoog	2019/05/06 - 2019/07/26

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

## 2. Confirm your selection

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

2019 Summer | Undergraduate | University of Western Ontario

▼ **You are replacing this class**

✔ Enrolled      ✕ Dropped      ⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
Business Administration 2257-001 (1176)	ACCOUNTING & BUSINESS ANA (Lecture)	MoTuWeTh 10:00AM - 1:30PM Fr 10:00AM - 12:30PM	Somerville House Rm 2316 Somerville House Rm 2316	I. Dunn, T. Ruthes Coelho	1.00	✔

▼ **With this class**

● Open      □ Closed      ⚠ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
Psychology 1000-001 (1171)	INTRODUCTIO N TO PSYCHOLOG Y (Lecture)	TuTh 7:00PM - 10:00PM	University Community Ctr Rm146	L. Fazakas- Dehoog	1.00	●

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.”

## Swap a Class



### 3. View results

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

2019 Summer | Undergraduate | University of Western Ontario

Success: Classes were swapped	Error: Unable to swap class	
Class	Message	Status
Swap Business Administration 2257 with Psychology 1000	<b>Success:</b> This class has been replaced.	

[My Class Schedule](#)

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

Select the **My Class Schedule** button to see your updated class schedule