

Schedule Planner: New Functionality

Search by Class Number:

Students and Advisors can now find a specific section of a course earlier in the scheduling process and generate schedules around a desired section.

Add Course

Subject	Class Number	Instructor	General Education	Free/Low Cost Textbook
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Class #

[← Done](#) [+ Add Course](#)

Swap a Course (Students)

To Swap a course:

1. On the 'Current Schedule' tab, Click **Swap**

My Current Schedule

[Email](#) [Swap](#) [Edit or Drop Classes](#) [Print](#)

⚠ Your Current Schedule includes one or more sections from another institution. Any action taken will not consider these sections.

Class #	Title	Subject	Course	Instructor	Day(s) & Location(s)	Credits	Instruction Mode	Status
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2. On the Swap a Class screen, Select a class to swap.

Swap a Class

Select a class from to swap:

Search for a new class to swap with:

By Class # By Subject

Enter Class # to Swap: [Search](#)

[← Cancel](#) [Swap](#)

3. Students can choose a class to swap to:

a. By Class Number

The screenshot shows a search interface with three tabs: 'By Class #', 'Shopping Cart', and 'By Subject'. The 'By Class #' tab is selected. Below the tabs is a text input field labeled 'Enter Class # to Swap:' and a blue 'Search' button with a magnifying glass icon.

b. From the student's Shopping Cart

The screenshot shows a search interface with three tabs: 'By Class #', 'Shopping Cart', and 'By Subject'. The 'Shopping Cart' tab is selected. At the top, there is a dropdown menu showing 'Communications-110, 3, Donald Ehli'. Below the tabs is another dropdown menu labeled 'Select A Class' which is open, showing 'Psychology-111, 1, Wendy Wilson' as an option.

c. By Subject

The screenshot shows a search interface with three tabs: 'By Class #', 'Shopping Cart', and 'By Subject'. The 'By Subject' tab is selected. Below the tabs are two dropdown menus: 'Subject' with 'Select Subject...' and 'Course' with 'Select Course...'.

4. Once the course is selected that the student wants to swap to, Click the **Swap** button.

The screenshot shows a dialog box titled 'Select an enrollable group of sections:'. It contains a table with the following data:

Subject	Course	Title	Class #	Instructor	Day(s) & Location(s)	Dates	Seats Open	Credits	Instruction Mode
<input checked="" type="radio"/> Psychology	111	Introduction to Psychology	4362	Wendy Wilson	MWF 9:00am - 9:50am - DSU May Hall 218	01/11/2021 - 05/14/2021	75	3	On Campus Face to Face

At the bottom right of the dialog are two buttons: 'Cancel' and 'Swap'. The 'Swap' button is highlighted with a red box.

5. On the Pop-up, the student will need to confirm they want to swap courses.

6. If the swap is successful, the following message will appear:

The screenshot shows a pop-up message titled 'Swap Results'. It contains a green checkmark icon followed by the text: 'You have successfully swapped the following courses.' Below this, it lists 'Psychology-111, 1, Wendy Wilson' and a bullet point: 'Success: This class has been replaced.' At the bottom right is a blue 'OK' button.