


Swap Classes in a Student's Schedule

Use this handout to swap classes in a student's schedule. Remember that you can only swap classes offered through your department. Otherwise you will get an "invalid access" error message.

TIP: By using a swap, you can ensure that the student is not losing the original class. For example, if the student fails to swap to the target class (e.g., the target class is full), she/he can still remain in the original class.

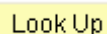
1. In the left-hand *Menu*, go to **Student Enrollment > Enrollment Request**. Click the **Add a New Value** tab.

2. On the *Enrollment Request - Add a New Value* page, complete ALL the four **required** fields:


- **ID:** Type in the student's **8-digit ID**. If you do not know this **ID**, use the **Magnifying Glass button** () next to the **ID** field to look it up.

Example:



a. On the *Look Up ID* page, enter the student's last name and first name, then click

 . A link with the student information appears under *Search Results*.

b. Click this link. You will return to the *Enrollment Request - Add a New Value* page with the student's ID already filled in the **ID** field.

- **Academic Career:** Type the code for the student's career (e.g., *UGRD* for Undergraduates). If you do not know the code, click the **Magnifying Glass button** () next to the **Academic**

Career field, and then  on the *Look Up Academic Career* page. The student's valid academic career(s) will appear under *Search Results*. Click the appropriate career; you will return to the *Enrollment Request - Add a New Value* page with the career already filled in.



- **Academic Institution:** Retain the default value of **UMAMH**.
- **Term:** Type the **4-digit term code** (e.g., **1067** for Fall 2006). If you do not know the code, click the **Magnifying Glass button** () next to the **Term** field, and then  on the *Look Up Term* page. The student's valid term codes and descriptions will appear under *Search Results*. Click the appropriate term; you will return to the *Enrollment Request - Add a New Value* page with the term code already filled in.

TIP: On the *Enrollment Request – Add a New Value* page, pay attention to the order in which you fill in the required fields. You must enter an **Academic Career** before you can enter or look up a **Term**. Otherwise, you may get an error.

The same principle applies elsewhere in SPIRE. On pages that prompt you for the *Academic Career* and the *Term*, make sure you fill in both, starting with the career. Performing these steps out of order may give you an error.



3. Click  . The *Enrollment Request* page opens as below.

4. From the *Action* drop-down list, select **Swap Courses**.

5. To select the class to drop, to the right of the *Class Nbr* field, click the **Magnifying Glass button** (). From the student's schedule, click **Select Class** to the left of the class you wish to drop.
6. In the *Change To* field enter the 5-digit **Class Number** of the class that will replace the original course. If you do not know the *Class Number*, click the **Magnifying Glass button** () next to search for it.

TIP: The *Magnifying Glass button* brings you to the *Schedule of Classes*.

1. On the *Search Schedule of Classes – Select Criteria* page, enter at least two search criteria, then click **Search**. The *Search Results* page opens.
2. On the *Search Results* page, click **Select Class** next to the class you wish to add to the student's schedule. You will return to the *Enrollment Request* page with the *Class Number* already filled in the *Class Nbr* field.

7. To swap additional classes, use the **Plus button** () to add a new enrollment request row, and then repeat steps 4 through 6.
8. When you complete all the requests, click  and then check the global *Status* of the entire enrollment request.

Status	Meaning/Notes
<i>Success</i>	All class enrollments were successful.
<i>Success/Messages</i>	All class enrollments were successful, but there are messages regarding one or more enrollment. Use the blue navigation bar to scroll through the class enrollments to find the one(s) with messages.
<i>Errors Found</i>	One or more of the class enrollments had errors. Use the blue navigation bar to scroll through the class enrollments to find the one(s) with errors.

Note: When you submit multiple enrollment requests, the global *Status* to the left of *Submit* button may show **Errors Found** if any one of the enrollment transactions failed to meet all the class requirements. Use the *blue navigation bar* to the status of each enrollment transaction to locate the error transaction.

Scroll down to the bottom of the page to view any messages or errors under *Error Messages* section. Correct the errors, or leave the enrollment request without putting the student in the class(es).

TIP: When you complete an enrollment request, SPIRE generates a unique *Enrollment Request ID* for that transaction, which is located to the left of the global *Status* on the upper-left of the *Enrollment Request* page. Use this number as an identifier when you contact the Registrar's Office for any questions relating to that specific enrollment request.