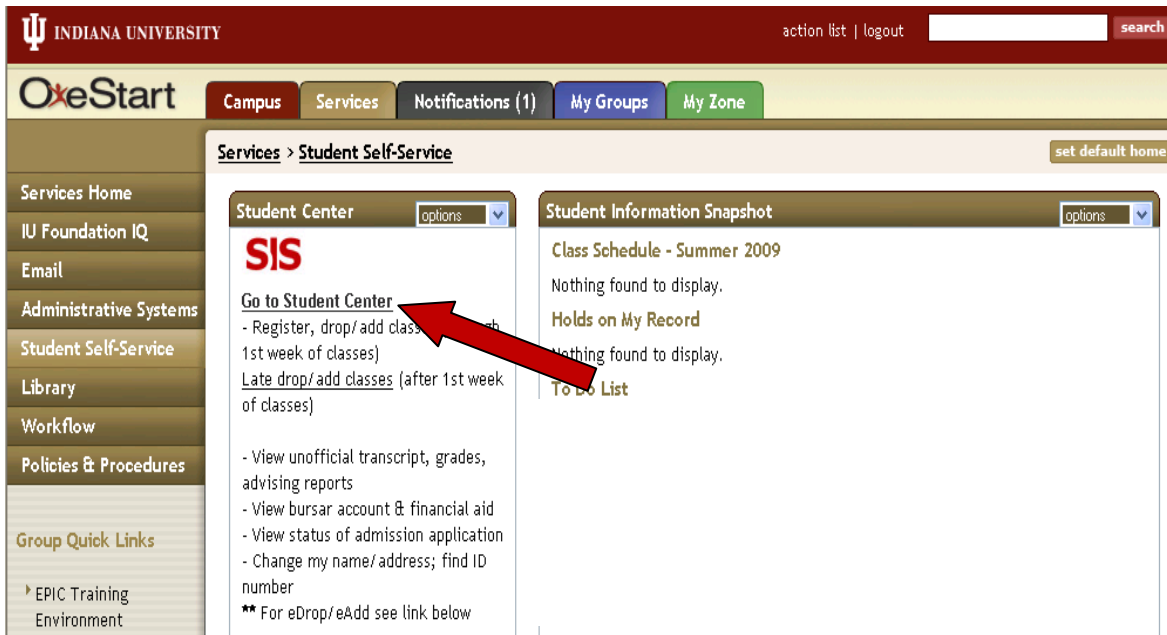


How to Swap Classes

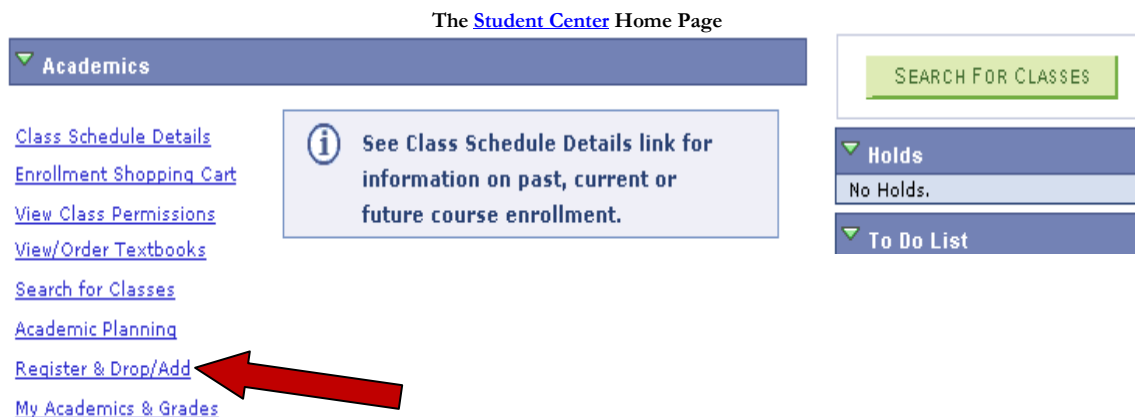
Step One: Navigate to the **OneStart** page, <http://onestart.iu.edu>; Click the **login** button.

Step Two: Log in using your **Username** and **Passphrase**.

Step Three: Click on **“Go To Student Center”**, which is in red and underlined.



Step Four: From the Student Center Home Page, choose the link labeled **“Register & Drop/Add”**.



Step Five (a): Select desired term and click continue.

The [Student Center](#) Select Term Page

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Summer 2009	Graduate	South Bend
<input type="radio"/>	Fall 2009	Graduate	South Bend

CONTINUE

Student Center

[Go to Top](#)

A list of terms (semesters) will appear. Select the one for which you wish to register. If the desired term does not appear, contact the [Office of the Registrar](#) at (574) 520-4451.

If you try to register before your registration appointment, you will receive the following message:

Step Five (b): You do not have a valid enrollment appointment at this time. You can view your [enrollment appointments](#) by going to the Student Center Home Page and looking to the right of the screen.

The [Student Center](#) Home Page

The screenshot shows the Student Center Home Page with several navigation menus and a central message. A red arrow points to the 'Open Enrollment Dates' link in the 'Enrollment Dates' menu.

- Academics**
 - [Class Schedule Details](#)
 - [Enrollment Shopping Cart](#)
 - [View Class Permissions](#)
 - [View/Order Textbooks](#)
 - [Search for Classes](#)
 - [Academic Planning](#)
 - [Register & Drop/Add](#)
 - [My Academics & Grades](#)
- Finances**
 - My Account**
 - [Account Inquiry](#)
 - Financial Aid**
 - [View Financial Aid](#)
 - [Accept/Decline Awards](#)
- Enrollment Dates**
 - [Open Enrollment Dates](#)
- Advisor**
 - Program Advisor**
 - Contact your Program Office.

Other visible elements include a 'SEARCH FOR CLASSES' button, 'Deadlines' and 'URL' links, a 'Fall 2009 Schedule' table, and a 'make a payment' button.

Campus	Class	Schedule
IUSB	WOST-P 391 LEC (27100)	We 5:30PM - 8:00PM Wiekamp Hall (DW) 2105

Office of the Registrar

Administration Building X148
(574) 520-4451

Step Six: Click **“Swap”** to drop a class and add another class at the same time.

This is a GREAT option when you want to be sure that you are successfully enrolled in the class you’re adding before your other class is dropped.

The [Student Center](#) Select Classes Page

my class schedule || add || drop || **swap** || edit

Add Classes

1. Select classes to add

To select classes, enter a class number in the entry box and hit enter, or select the Class Search or My Planner and click on the "Search" button.

Fall 2009 | Graduate | South Bend

Step Seven: Click the box next to the class that you want to drop. Then enter the class number in the box and click **“Enter”** or search for it.

The [Student Center](#) Swap Classes Page

my class schedule || add || drop || **swap** || edit

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.

Fall 2009 | Graduate | South Bend

Swap this Class

Class	Description	Days/Times	Room	Instructor	Units	Status	Select
CSCI-A 106 (23089)	INTRODUCTION TO COMPUTING (Lecture)	Mo 4:00PM - 5:15PM We 4:00PM - 5:15PM	Northside Hall (NS) 205 Wiekamp Hall (DW) 1235	Staff	3.00	✓	<input type="checkbox"/>

With This Class

Enter Class Nbr
 enter

Find Classes
 Class Search
 My Planner
search

Or Swap from your Shopping Cart

Your enrollment shopping cart is empty.

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(574) 520-4451

Step Eight: If you already know the class numbers type then in the box and click **“Enter”**.

The [Student Center](#) Swap Classes Page

my class schedule || add || drop || swap || edit

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.

Fall 2009 | Graduate | South Bend

Swap this Class							
Class	Description	Days/Times	Room	Instructor	Units	Status	Select
CSCI-A 106 (23089)	INTRODUCTION TO COMPUTING (Lecture)	Mo 4:00PM - 5:15PM We 4:00PM - 5:15PM	Northside Hall (NS) 205 Wiekamp Hall (DW) 1235	Staff	3.00	✓	<input checked="" type="checkbox"/>

With This Class	
Enter Class Nbr	27100 <input type="button" value="enter"/>
Find Classes	<input checked="" type="radio"/> Class Search <input type="radio"/> My Planner <input type="button" value="search"/>
Or Swap from your Shopping Cart	
Your enrollment shopping cart is empty.	

Step Nine: If you are happy with your selection click **“Finish”**.

The [Student Center](#) Enrollment Preview Page

Swap a Class

Enrollment Preview

Fall 2009 | Graduate | South Bend

WOST-P 391 - PSYCH OF GND RACE & ETHNICITY

Open Closed

Class Nbr	Component	Topic	Days & Times	Room	Instructor	Start/End Date	Status	Units
27100	Lecture	Psy of Gender, Race, Ethnicity	We 5:30PM - 8:00PM	Wiekamp Hall (DW) 2105	De' Bryant	08/31/2009 - 12/19/2009	●	3.00

Student Center

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NOTE: If your request is not successful, you will see an **errors** message. The class you attempt to drop is not dropped if the swap is not successful.

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(574) 520-4451

Step Ten: A preview of the class you are dropping and adding will appear. If it is correct click **“Finish Swapping”**, OR if it is not correct click **“Cancel”**.

The [Student Center](#) Swap Confirmation Page

Swap a Class

2. Confirm your selection

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

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▼ You are replacing this class

✔ Enrolled ✘ Dropped 📅 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
CSCI-A 106 (23089)	INTRODUCTION TO COMPUTING (Lecture)	Mo 4:00PM - 5:15PM We 4:00PM - 5:15PM	Northside Hall (NS) 205 Wiekamp Hall (DW) 1235	Staff	3.00	✔

▼ With this class

● Open ■ Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
WOST-P 391 (27100)	PSYCH OF GND RACE & ETHNICITY (Lecture)	We 5:30PM - 8:00PM	Wiekamp Hall (DW) 2105	D. Bryant	3.00	●



Step Eleven: If it is correct click **“My Class Schedule”** to view the changes.

The [Student Center](#) Results Page

Swap a Class

3. View results

View the results of your swap request.

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✔ Success: Classes were swapped ✘ Error: Unable to swap class

Class	Message	Status
Swap CSCI-A 106 with WOST-P 391	Success: This class has been replaced.	✔

MY CLASS SCHEDULE

Student Center ▼ »

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Note: You dropped CSCI-A106 and added WOST-P391.

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Step Twelve: You will then see the schedule for the selected term.

The [Student Center](#) List View Class of Schedule Page

my class schedule || add || drop || swap || edit

My Class Schedule

Select Display Option List View Weekly Calendar View

[More Information on My Class Schedule](#)

Begin of Term ND Grad

Projected End ND Grad

End of Term ND Grad

Fall 2009 | Graduate | South Bend

Grad Sch Ndeg-Lib Arts & Sci

Appointment Start Date/Time

[view/order textbooks](#)

Class Schedule Filter Options

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

WOST-P 391 - PSYCH OF GND RACE & ETHNICITY					
Status	Units	Grading	Grade	Deadlines	Add Date
Enrolled	3.00	Graded			06/04/2009
Class Nbr	Component	Days & Times	Room	Instructor	Start/End Date
27100	Lecture	We 5:30PM - 8:00PM	Wiekamp Hall (DW) 2105	De' Bryant	08/31/2009 - 12/19/2009

Total Units 3.000 [Printer Friendly Page](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#)

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