How to Swap Classes

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

Step Two: Log in user 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”.

The Student Center Home Page
Step Five (a): Select desired term and click continue.

The Student Center Select Term Page

Select Term

Select a term then click Continue.

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2009</td>
<td>Graduate</td>
<td>South Bend</td>
</tr>
<tr>
<td>Fall 2009</td>
<td>Graduate</td>
<td>South Bend</td>
</tr>
</tbody>
</table>

CONTINUE

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

Office of the Registrar
Administration Building X148
(574) 520-4451

Updated 6/1/09
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

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.

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

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.
**Step Eight:** If you already know the class numbers type them in the box and click “**Enter**”.

The **Student Center** Swap Classes Page

### Swap a Class

#### 1. Select a class to swap

Select the class you wish to swap and select the class you wish to replace it with.

**Fall 2009 | Graduate | South Bend**

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI-A 106</td>
<td>INTRODUCTION TO COMPUTING (Lecture)</td>
<td>Mo 4:00PM - 5:15PM</td>
<td>Northside Hall (NS) 105</td>
<td>Staff</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**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

### Enrollment Preview

**Fall 2009 | Graduate | South Bend**

**WOST-P 391 - PSYCH OF GND RACE & ETHNICITY**

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Component</th>
<th>Topic</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
<th>Status</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>27100</td>
<td>Lecture</td>
<td>Pay of Gender, Race, Ethnicity</td>
<td>We 5:10PM - 6:00PM</td>
<td>Wieland Hall (DW) 2105</td>
<td>De' Bryant</td>
<td>08/31/2009 - 12/19/2009</td>
<td>Open</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**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.
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.

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

The Student Center Results Page

3. View results

View the results of your swap request.

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

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Administration Building X148
(574) 520-4451

Updated 6/1/09
Step Twelve: You will then see the schedule for the selected term.

The Student Center List View Class of Schedule Page

<table>
<thead>
<tr>
<th>Select Display Option</th>
<th>List View</th>
<th>Weekly Calendar View</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>More Information on My Class Schedule</td>
</tr>
</tbody>
</table>

Fall 2009 | Graduate | South Bend
Grad Sch Ndeg-Lib Arts & Sci

Appointment Start Date/Time

Class Schedule Filter Options

WOST-P 391 - PSYCH OF GND RACE & ETHNICITY
Statis Units Grading Grade Deadlines Add Date
Enrolled 3.00 Graded 86 06/04/2009

Class Nbr Component Days & Times Room Instructor Start/End Date
27100 Lecture We 3:30PM - 8:00PM Wiekamp Hall (DW) 2105 De' Bryant 08/31/2009 - 12/19/2009

Total Units 2.000

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