



How to Swap a Class



On the MyUTTyler Student Homepage, select the “Manage Classes” tile.

Student Homepage

2020 Fall
Undergraduate
The University of Texas at Tyler

View My Classes
Shopping Cart
Class Search and Enroll
Drop Classes
Update Classes
Swap Classes Swap Classes Swap Classes

Manage Classes

Swap Classes

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

Swap This Class

Select from your schedule

With This Class

Search for Classes

Class Search Class Search

Or

Enter Class Number

Search

You should see an option on the left-hand menu that says, “Swap Classes”. Select this option.

You will see a drop-down box to view your current classes as well as boxes to search for the new class or enter the class number.

Select the class you would like to swap out of from the drop-down box.

Select “Class Search” in the second drop-down box. (This will allow you to move into the class search field on the next page).

When you are ready to move forward with the search, click “Search”.

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PSYC 3310: HEALTH PSYCHOLOGY (81115)
PSYC 4311: ABNORMAL PSYCHOLOGY (81129)
PSYC 4341: PERSONALITY THEORY (81136)
PSYC 4353: DEVELOPMENTAL PSYCHOLOGY (81140)

The screenshot shows the Class Search page. On the left, a sidebar lists various options: View My Classes, Shopping Cart, Class Search and Enroll, Drop Classes, Update Classes, Swap Classes (which is selected and highlighted in green), and Browse Course Catalog. The main area is titled 'Class Search' and contains a search bar with the placeholder 'Enter keyword e.g. course, subject, class, topic'. Below the search bar is a section titled 'Additional ways to search' with a dropdown menu showing 'Recently Viewed' items: 'ENGL 1302 COLLEGE COMPOSITION II' (2 class options available) and 'PSYC 4311 ABNORMAL PSYCHOLOGY' (1 class option available). A 'Delete All' link is also present.

You should now see a class search page where you can view recently searched classes or search for new classes. The “Search for Classes” textbox will allow you to search using key words like the subject or course name.

Use the “Additional ways to search” options to search classes by subject, catalog number, or the instructors last name. (Check out the How to Enroll Tutorial for more details).

Once you have found the course you would like to swap into select that class. If more than one section of the class is available, you will then select the specific section of the class desired.

The screenshot shows the 'Swap Classes' process at Step 1. The sidebar shows 'Review Class Selection' is 'Visited'. The main content shows 'Step 1 of 3: Review Class Selection' with the message 'You have selected ENGL 1302 COLLEGE COMPOSITION II'. Below this is a table for 'Class', 'Session', 'Meeting Dates', 'Days and Times', and 'Seats' for '1 Lecture - 80169 Regular Academic Session 08/24/2020 - 12/12/2020 Monday Wednesday Friday 10:10AM to 11:05AM Open Seats 1 of 24'. At the top right, there is a 'Next >' button.

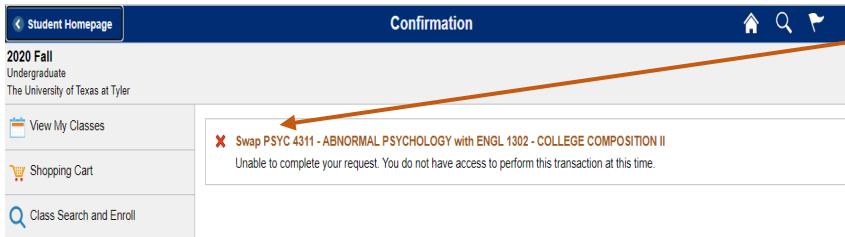
Now review your selections. **Step 1** will show you the class you have selected to swap into. Confirm this selection by selecting “Next” in the top right corner.

The screenshot shows the 'Swap Classes' process at Step 2. The sidebar shows 'Review Class Selection' is 'Complete' and 'Review Class Preferences' is 'In Progress'. The main content shows 'Step 2 of 3: Review Class Preferences' with the message 'ENGL 1302 COLLEGE COMPOSITION II 1 Lecture - 80169 - Open'. A 'Permission Number' input field is shown with an orange arrow pointing to it. Below it are checkboxes for 'Requirement Designation - Core - 910 Communication or Component Area Option' and 'Take Requirement Designation'. At the top right, there is a 'Next >' button and an 'Accept' button highlighted in green.

Step 2: IF you have a permission code, (this item is optional and generally only required on restricted courses) enter it in the textbox. To move forward **with or without** a permission code select “Accept”.

The screenshot shows the 'Swap Classes' process at Step 3. The sidebar shows 'Review Class Selection' is 'Complete', 'Review Class Preferences' is 'Complete', and 'Confirm Class Swap' is 'Not Started'. The main content shows 'Step 3 of 3: Confirm Class Swap' with the message 'You are replacing this Class PSYC 4311 ABNORMAL PSYCHOLOGY'. Below this is a table for 'Class', 'Session', 'Meeting Dates', 'Days and Times', and 'Seats' for '1 Lecture - 81129 Seven Week - Second Regular 10/19/2020 - 12/12/2020 To be Announced Open Seats 41 of 100'. At the top right, there is a 'Submit' button highlighted in green.

Step 3: Confirm the total swap request. Make sure that the course information is correct for both the class you are dropping and the class you are adding. When you are ready to move forward select “Submit”.



Confirmation

Swap PSYC 4311 - ABNORMAL PSYCHOLOGY with ENGL 1302 - COLLEGE COMPOSITION II

Unable to complete your request. You do not have access to perform this transaction at this time.

The next page will confirm your swap request processing and completion.

- If the enrollment was successful, you should see a green ✓ next to the course.
- If the enrollment was not successful you will see a red ✗ next to the course. You should also see an error message on screen.
- It's best to contact your academic advisor or the One-Stop when you receive enrollment errors.