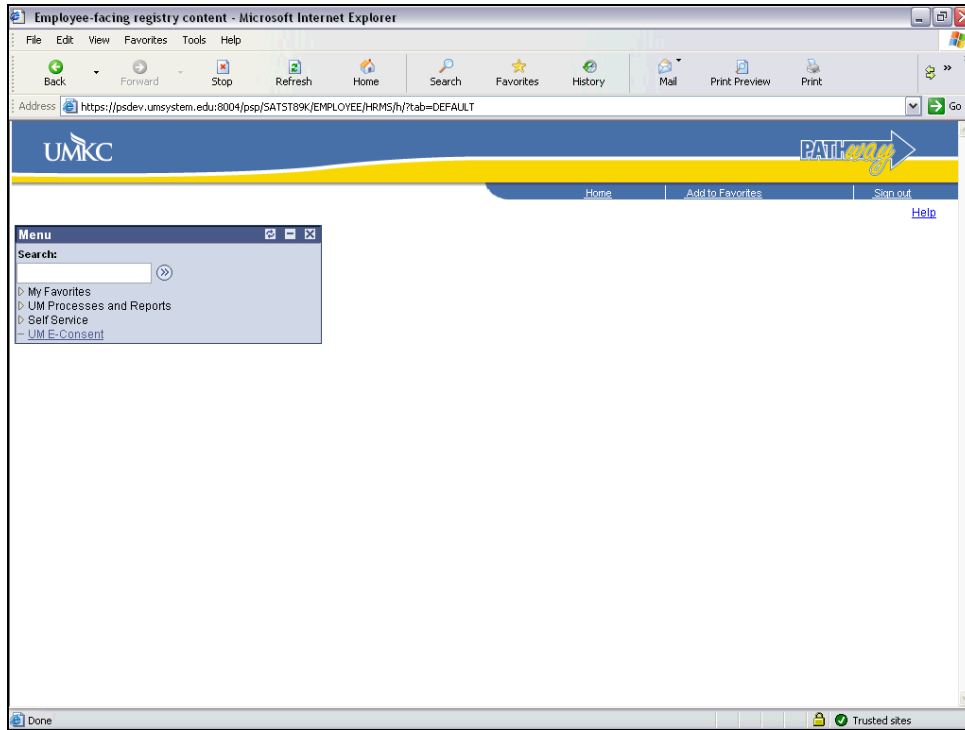
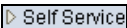


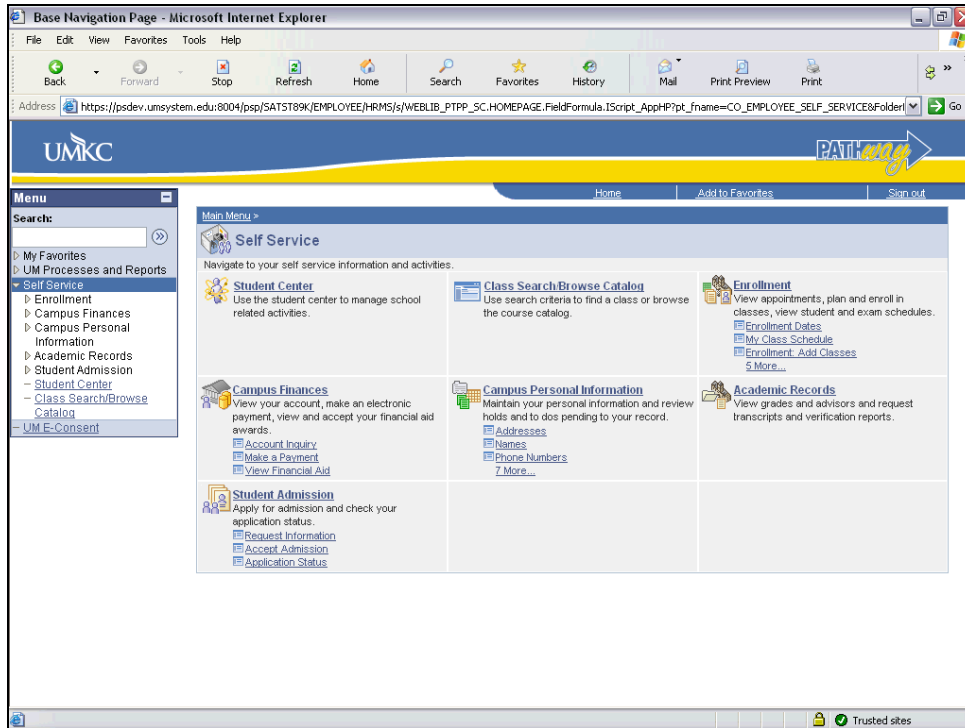
### Procedure



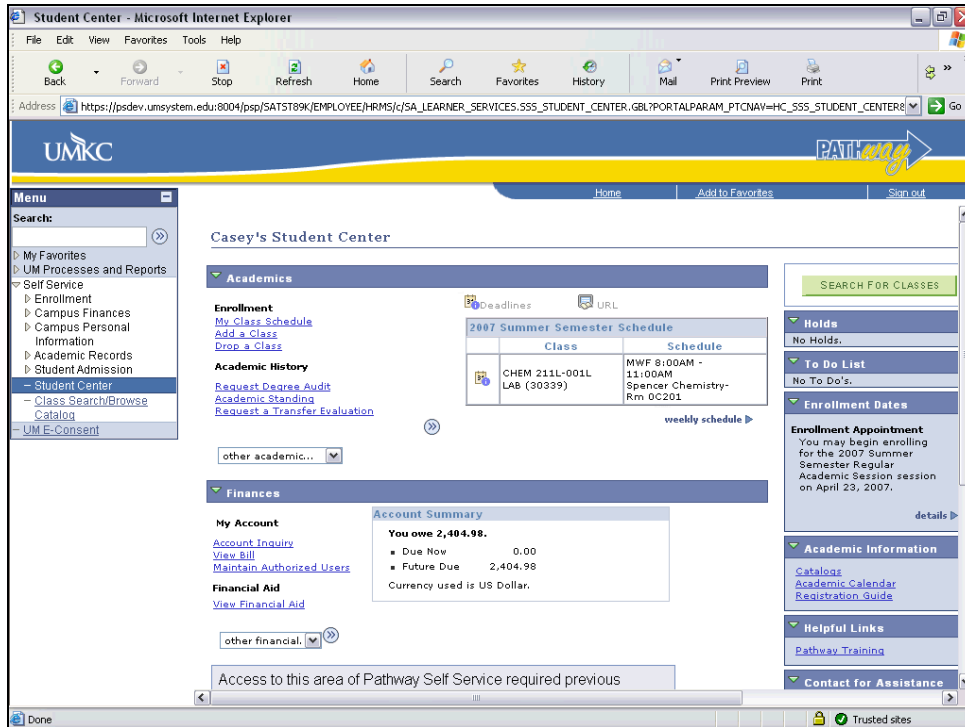
Step	Action
1.	Click the <b>Self Service</b> link. 


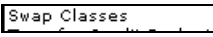

# Business Process Document

## Self Service: Swap Classes



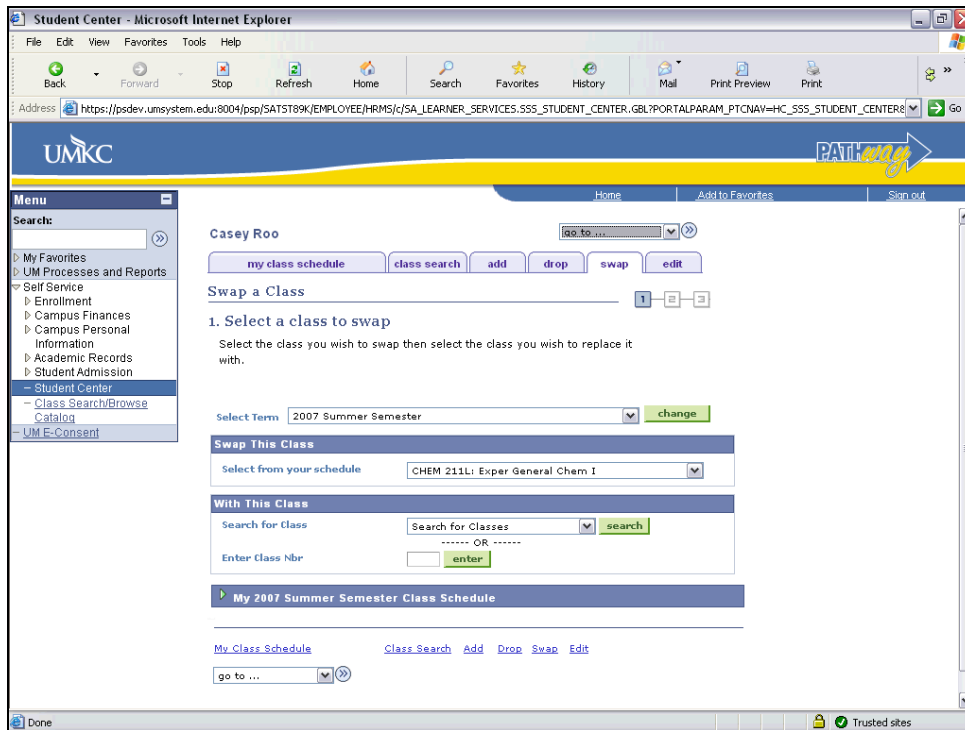
Step	Action
2.	Click the <b>Student Center</b> link. <a href="#">Student Center</a>




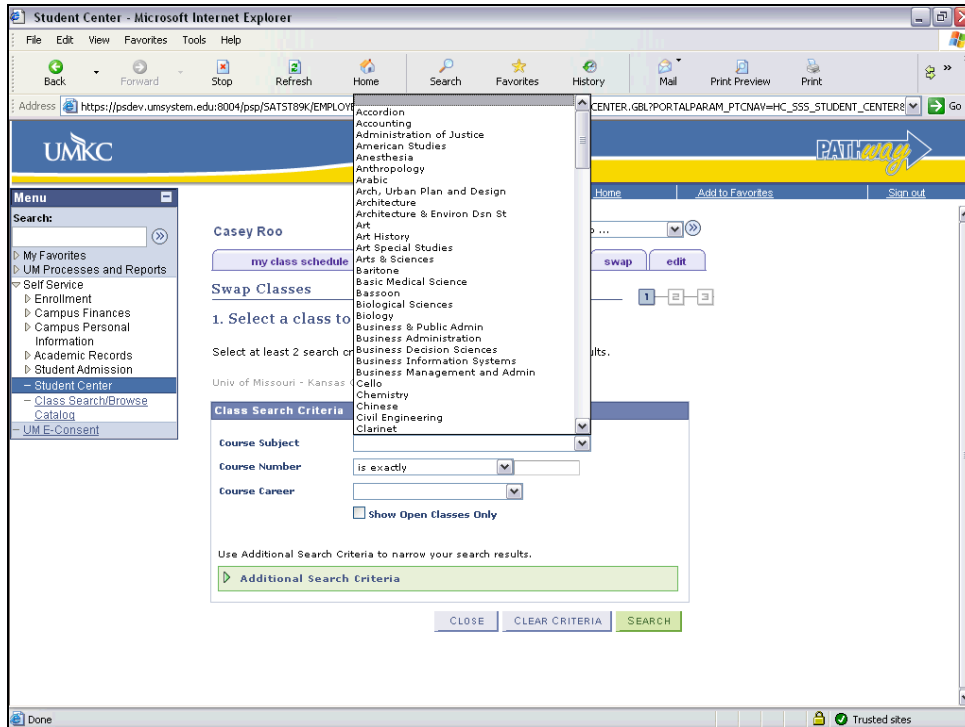
Step	Action
3.	Click the <b>other academic...</b> list to view additional options. 
4.	Select <b>Swap Classes</b> from the list. 
5.	Click the <b>Go</b> button. 

# Business Process Document

## Self Service: Swap Classes



Step	Action
6.	Select a semester from the <b>Select Term</b> list.
7.	If you are selecting a different semester from the list, you must click <b>change</b> after making your selection.
8.	If you have more than one course on your schedule, select the course you want to swap from the <b>Select from your schedule</b> list.
9.	Click the <b>Search</b> button to find a replacement course. 



Step	Action
10.	Select <b>Chemistry</b> from the <b>Course Subject</b> list. <input type="text" value="Chemistry"/>
11.	Select <b>Undergraduate</b> from the <b>Course Career</b> list. <input type="text" value="Undergraduate"/>
12.	To only display open classes, click the <b>Show Open Classes Only</b> checkbox.
13.	Click the <b>Search</b> button. <input type="button" value="SEARCH"/>

# Business Process Document

## Self Service: Swap Classes



Student Center - Microsoft Internet Explorer

Address: https://psdev.umsystem.edu:8004/psp/SATST89K/EMPLOYEE/HRMS/c/SA\_LEARNER\_SERVICES.SSS\_STUDENT\_CENTER.GBL?PORTALPARAM\_PTCNAV=HC\_SSS\_STUDENT\_CENTER&

UMKC PATHway

Menu

Search:

- My Favorites
- UM Processes and Reports
- Self Service
  - Enrollment
  - Campus Finances
  - Campus Personal Information
  - Academic Records
  - Student Admission
- Student Center
  - Class Search/Browse Catalog
  - UM E-Consent

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MTUWTh 12:00PM - 1:40PM	Flarsheim Hall-Rm 00310	Todor Gounev	6/4/2007 - 7/27/2007

▼ CHEM 320L - Experimental Organic Chemistry

View All Sections First 1-2 of 2 Last

Section 001-LAB(30344) Status ● [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MW 8:00AM - 11:00AM	Spencer Chemistry-Rm 0C217	Jerry Dias	6/4/2007 - 7/27/2007

Section 003L-LAB(30346) Status ● [select class](#)

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuTh 8:00AM - 11:00AM	Spencer Chemistry-Rm 0C217	Jerry Dias	6/4/2007 - 7/27/2007

▼ CHEM 321 - Organic Chemistry I

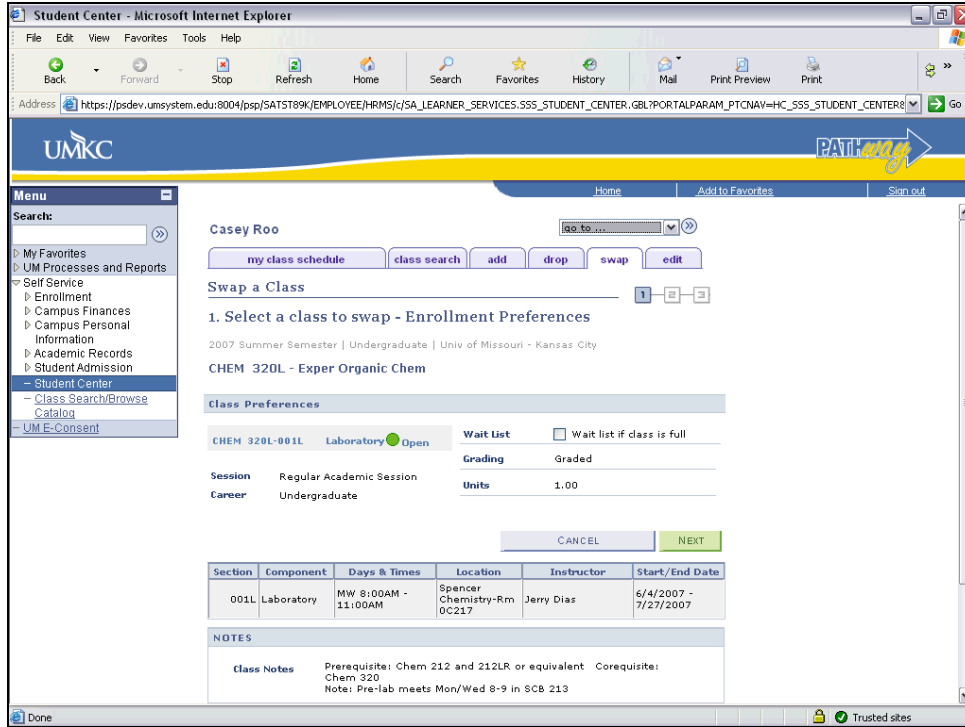
View All Sections First 1 of 1 Last

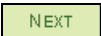
Section 0001-EC(30347) Status ● [select class](#)

Session Five Wk1

Days & Times	Room	Instructor	Meeting Dates
MTUWTh 11:10AM - 1:00PM	Spencer Chemistry-Rm 0C214	John Vanhorn	5/21/2007 - 6/22/2007

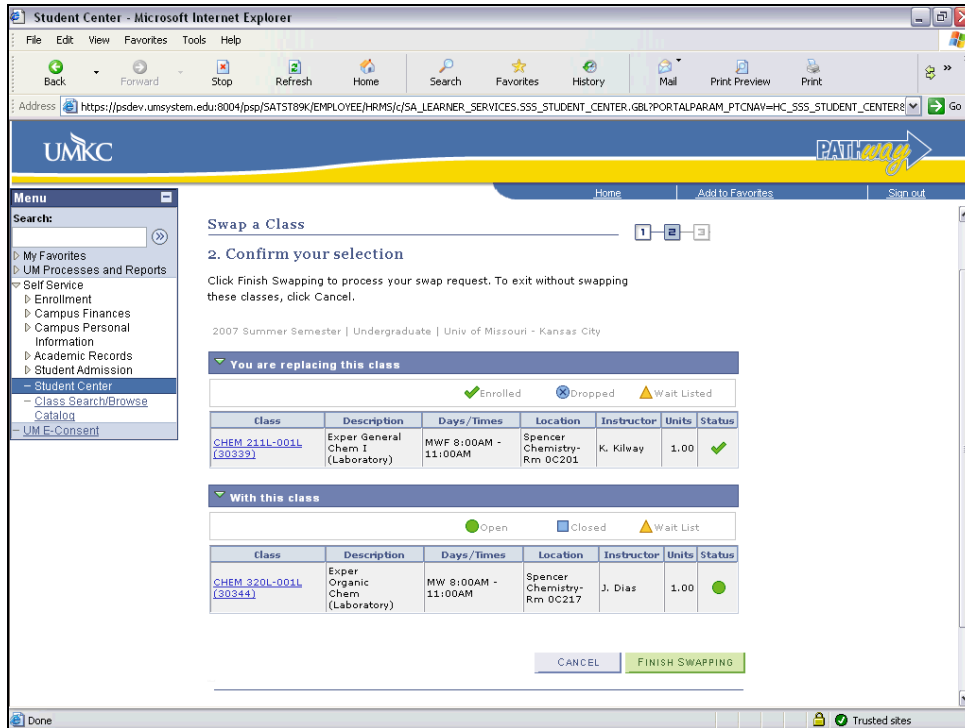
Step	Action
14.	Click the <b>Select Class</b> button for the course you want to add to your schedule. <a href="#">select class</a>

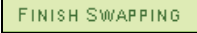


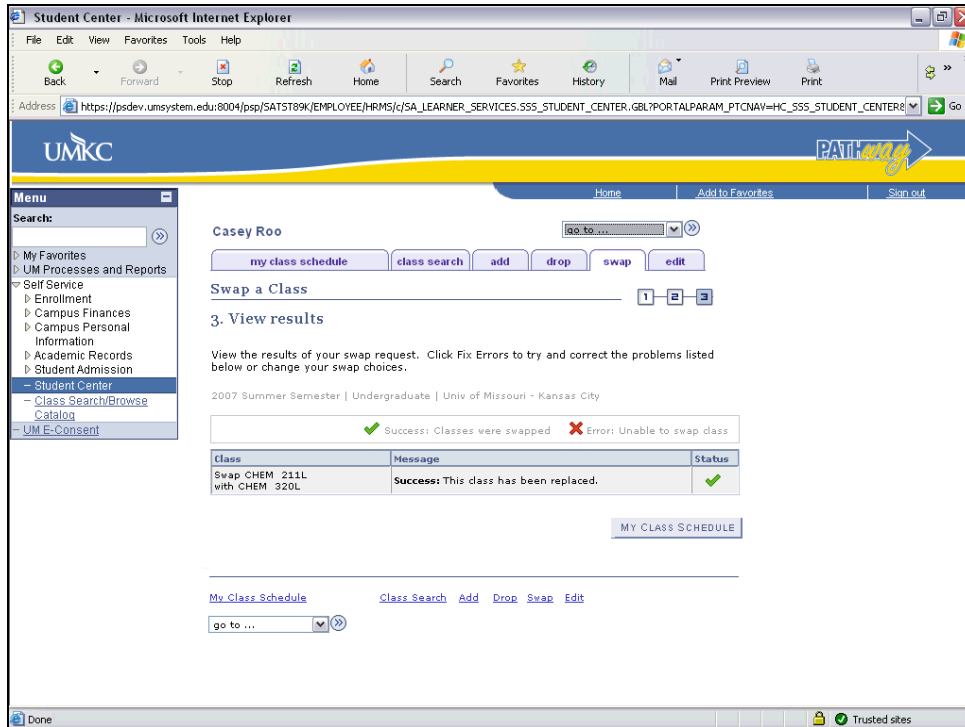
Step	Action
15.	Click the <b>Next</b> button. 

# Business Process Document

## Self Service: Swap Classes



Step	Action
16.	Click the <b>Finish Swapping</b> button. 



Step	Action
17.	<p>A successful class swap is indicated by a green checkmark in the <b>Status</b> column.</p> <p>A red X will display if the course could not be exchanged. Use the <b>Fix Errors</b> button for information on how to resolve the issue.</p> <p>To verify the changes, click the <b>My Class Schedule</b> button.</p> <p><b>MY CLASS SCHEDULE</b></p>
18.	<p>You have successfully swapped classes.</p> <p><b>End of Procedure.</b></p>