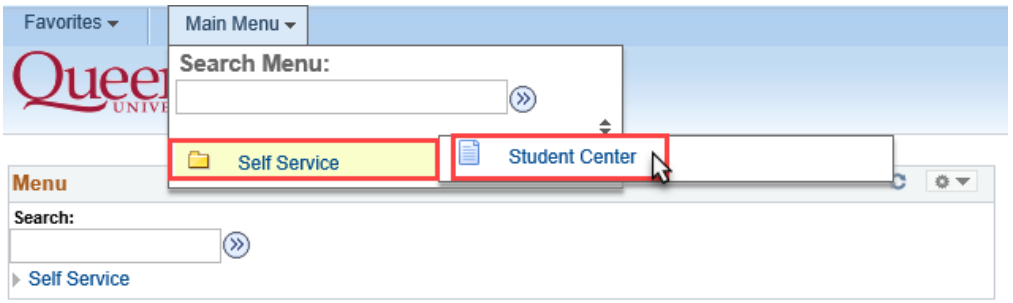
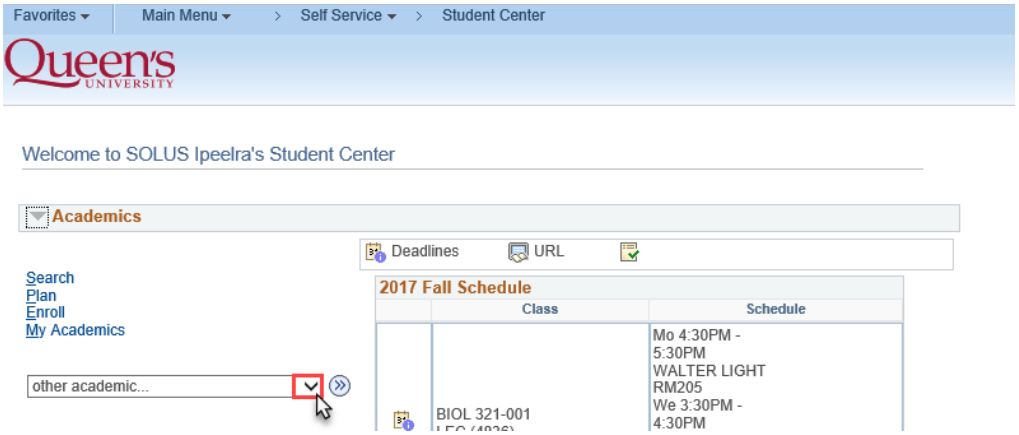
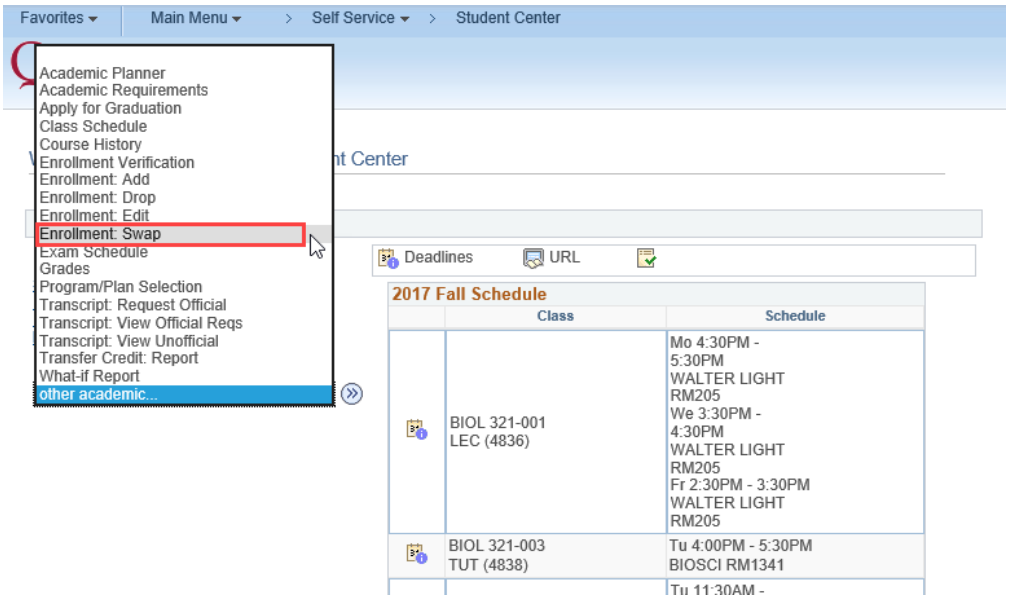
ACADEMICS – Swapping Courses in SOLUS

Processing Steps	Screenshots
Step 1: Access the main page of **SOLUS** via the following navigation: **Main Menu > Self Service > Student Center**	
Step 2: Click on the **other academic…** drop-down list box to access the list.	
Step 3: Select **Enrollment: Swap**.	

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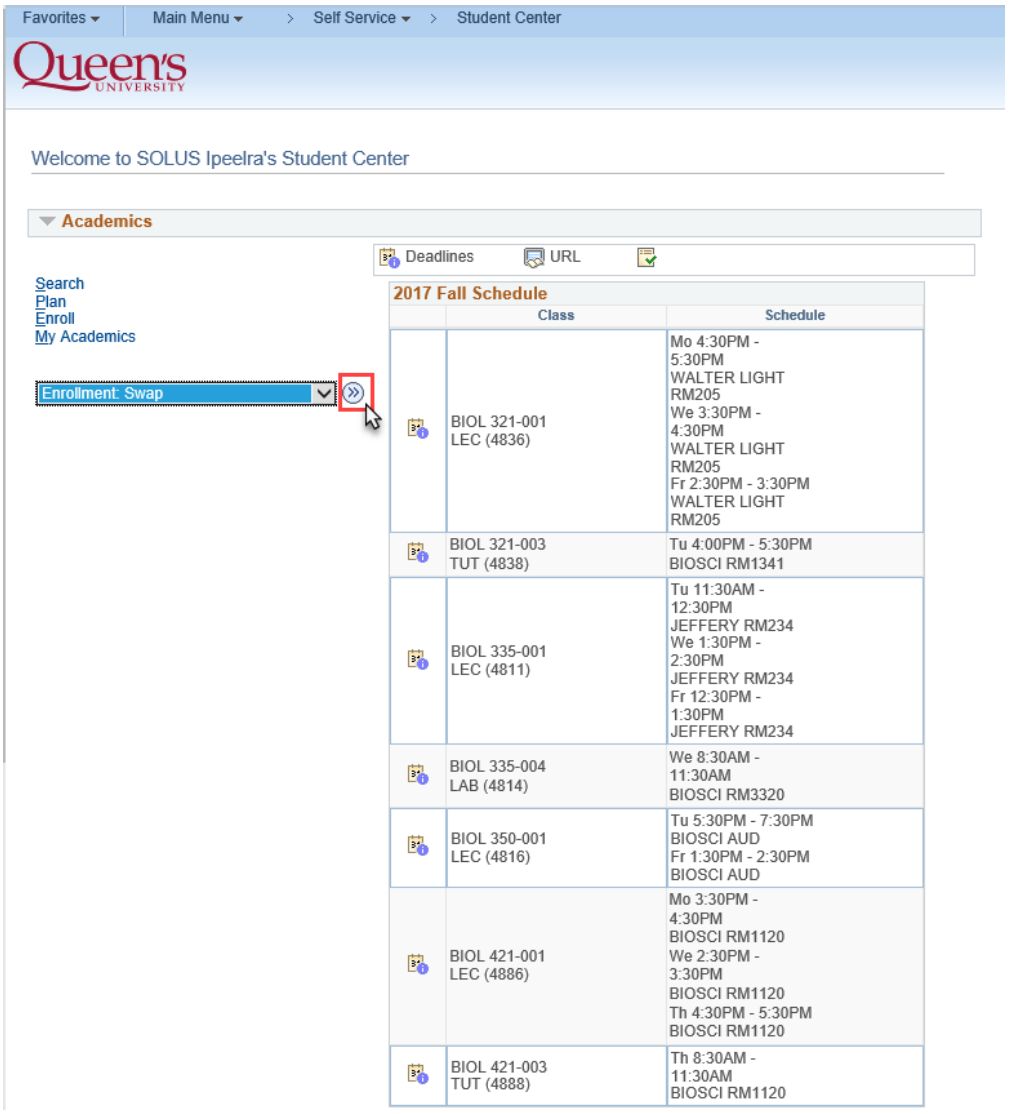
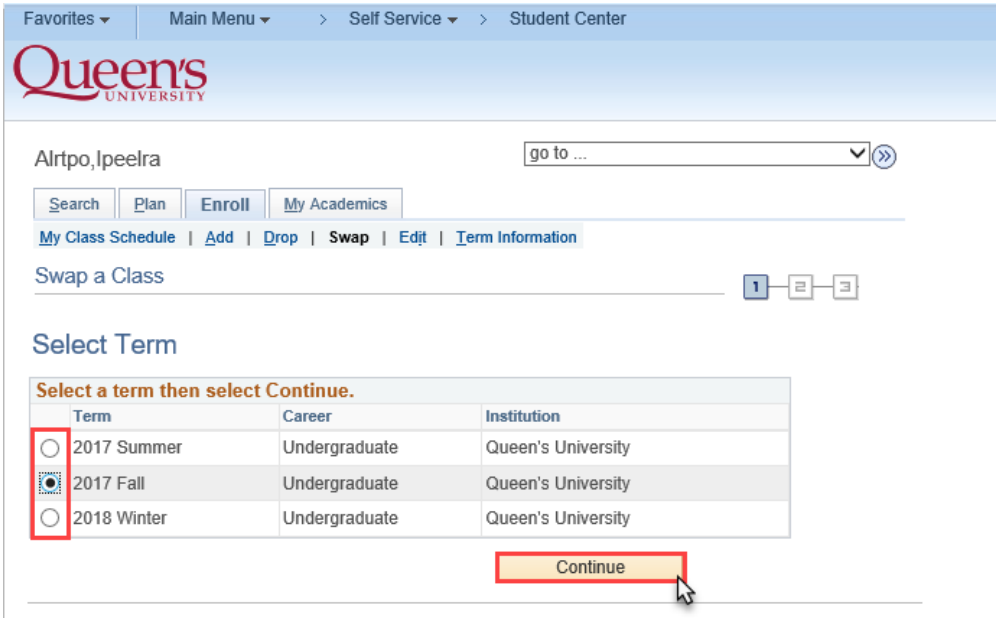
Step 4: Click the **Go** button.	
Step 5: 1. Select the **Term** that you will be swapping the class in. 2. Click the **Continue** button.	

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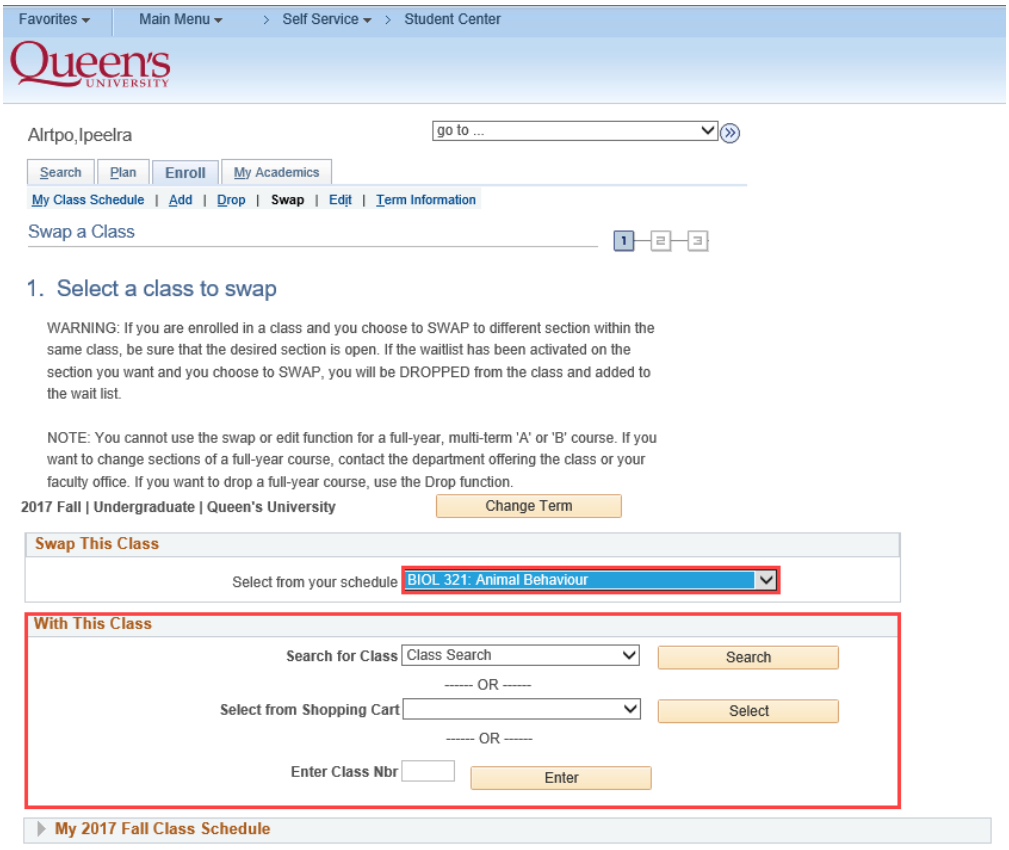
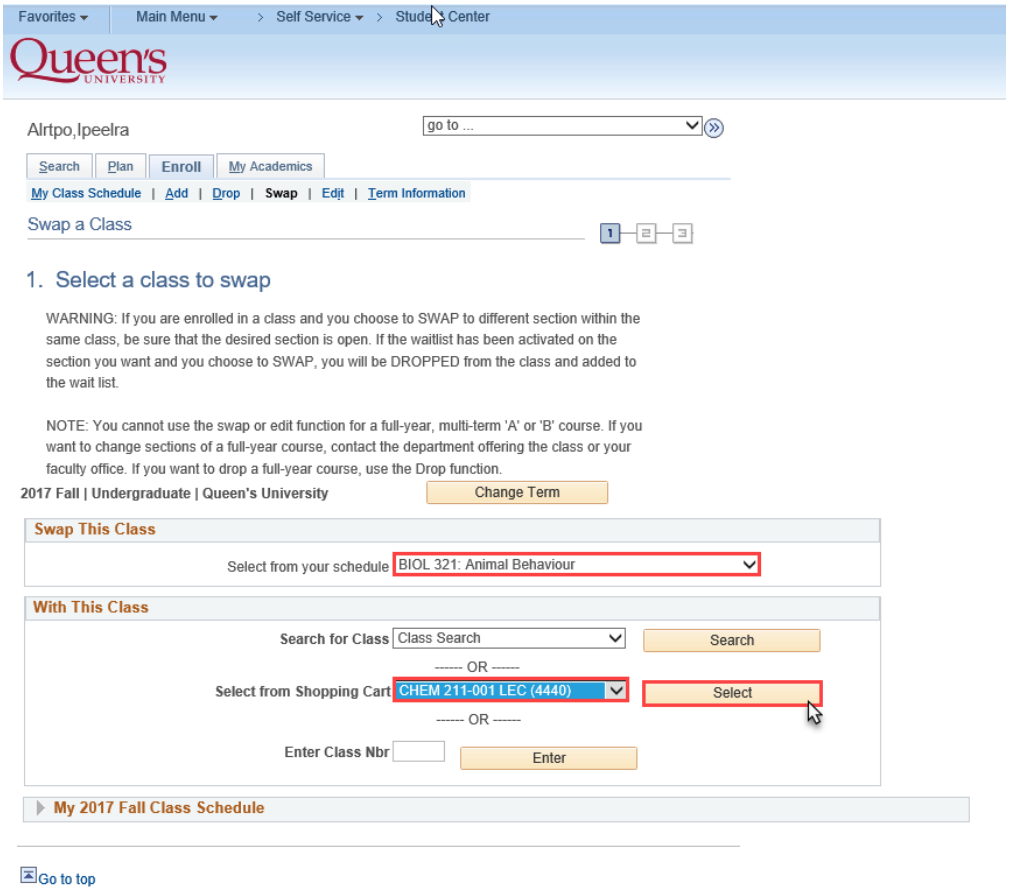
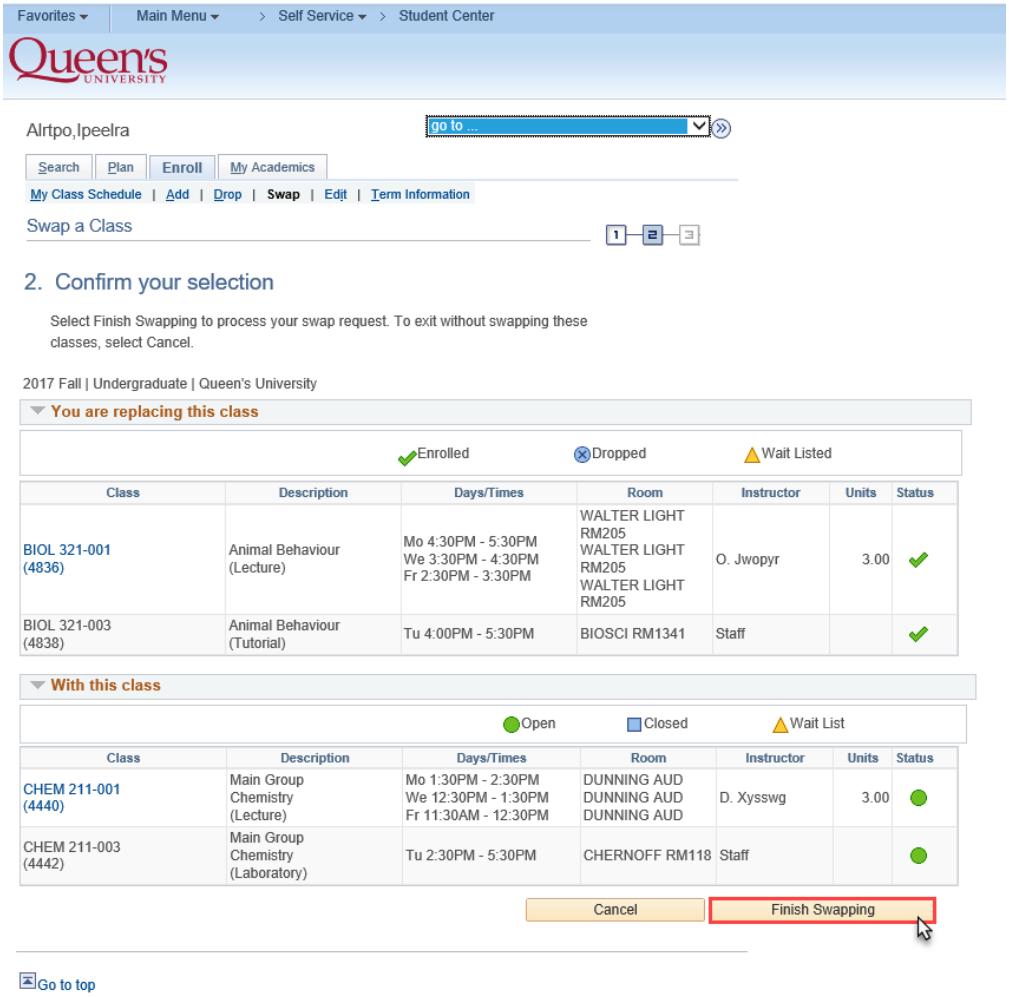
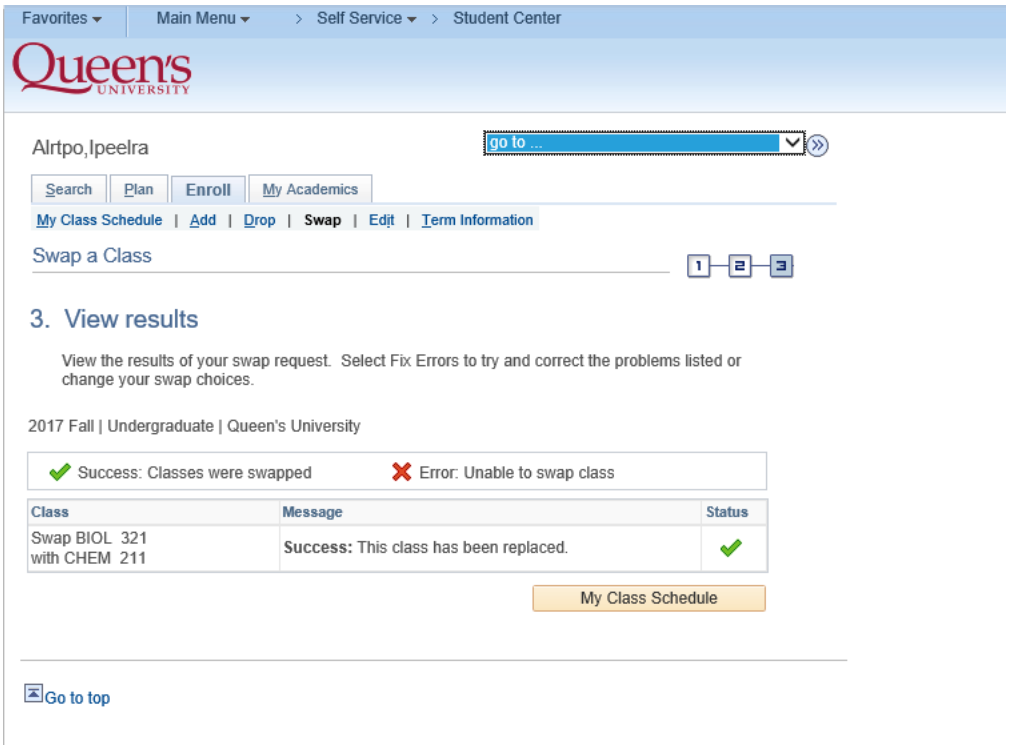
Step 6: 1. Select the class that you would like to remove from your schedule in the **Swap This Class** section. 2. To replace the class with another, in the **With This Class** section, either: i) Search for a new course, then click the **Search** button. ii) Select a course from your shopping cart, then click the **Search** button, or iii) Enter the class number, then click the **Enter** button.	
Step 7: 1. In this example, a class from the shopping cart is selected. 2. Click the **Select** button.	

Processing Steps	Screenshots
Step 8: 1. Once you have selected a class, you will need to review the information and confirm your choice. 2. Click the **Finish Swapping** button.	
Step 9: If successful, the first course will be removed from your schedule and the second one added and your schedule will be updated accordingly.