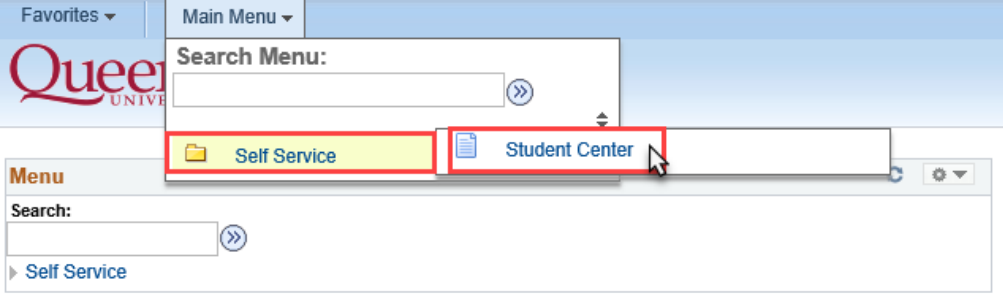
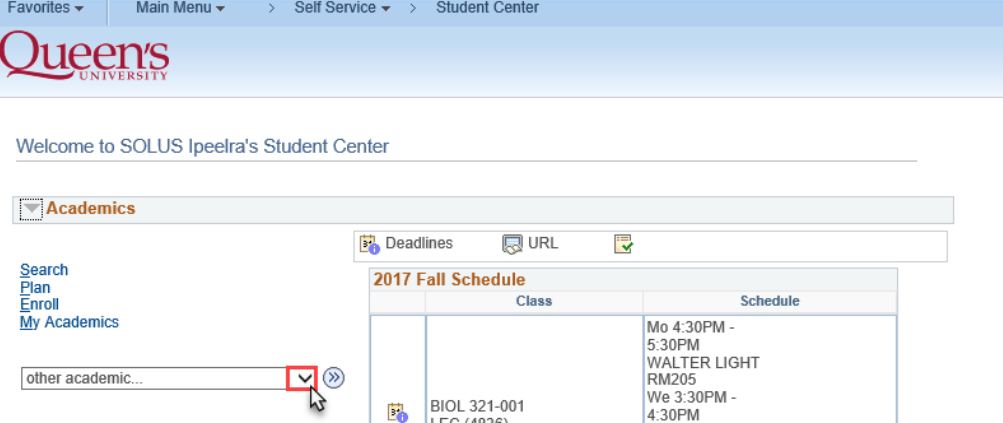
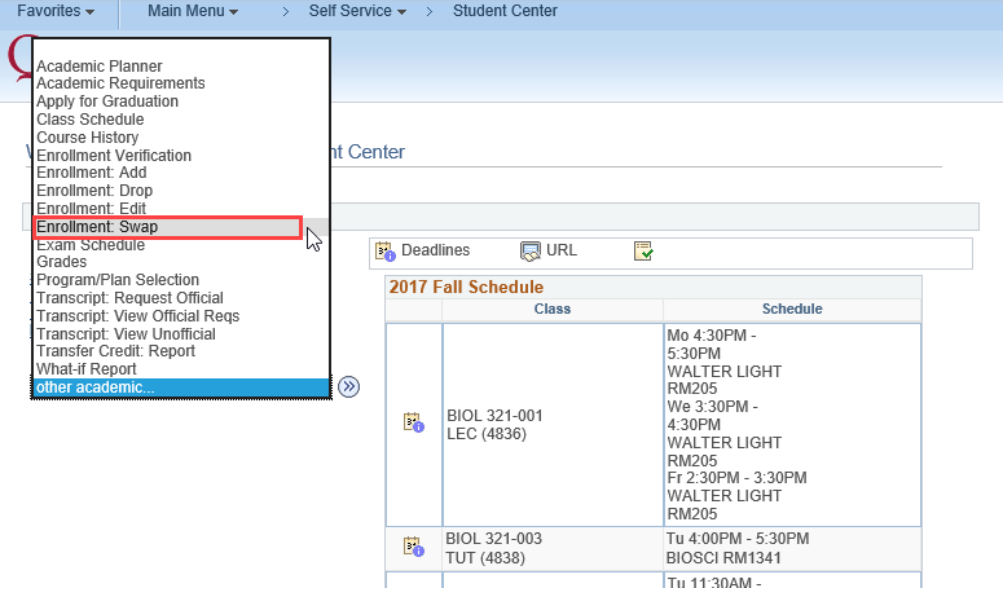
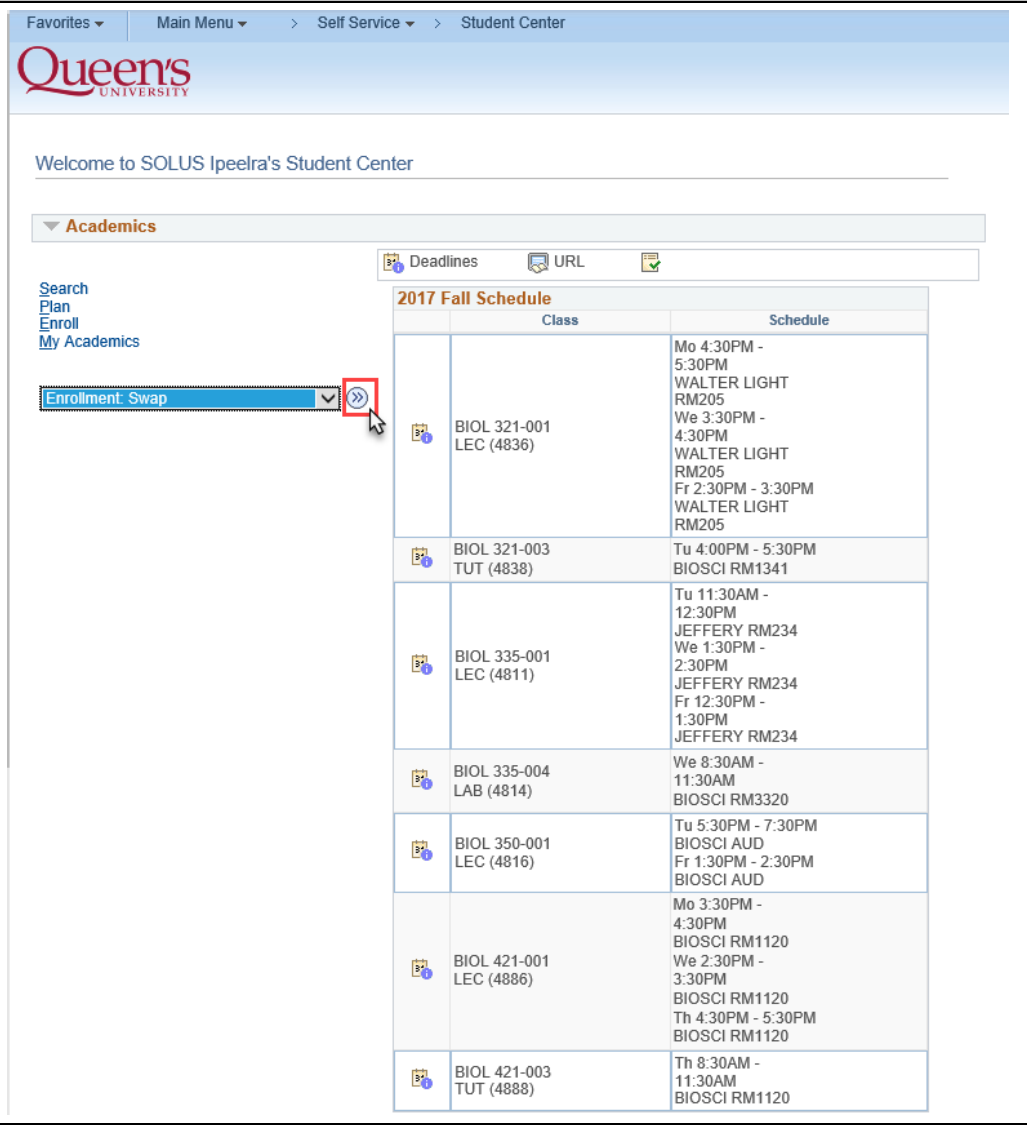
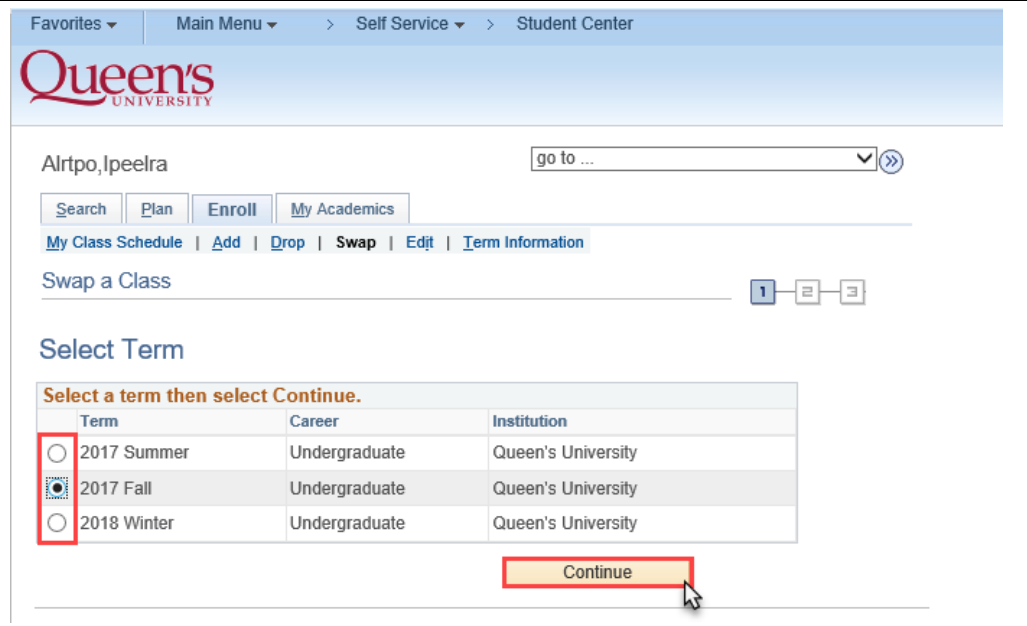
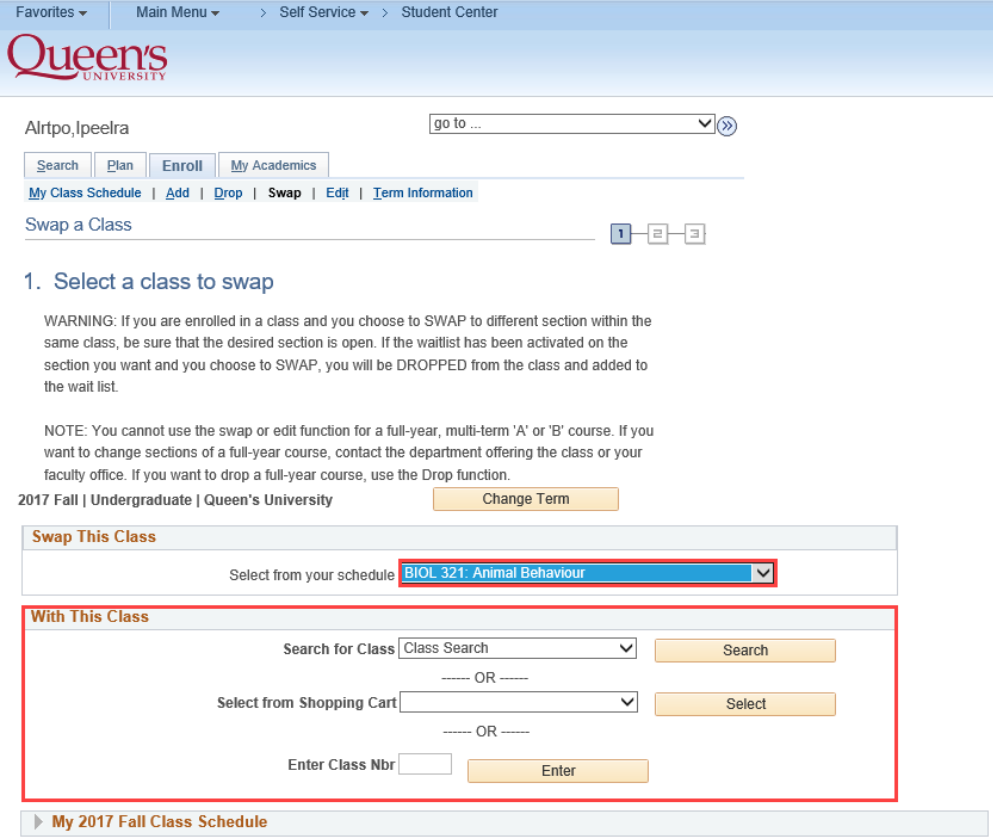
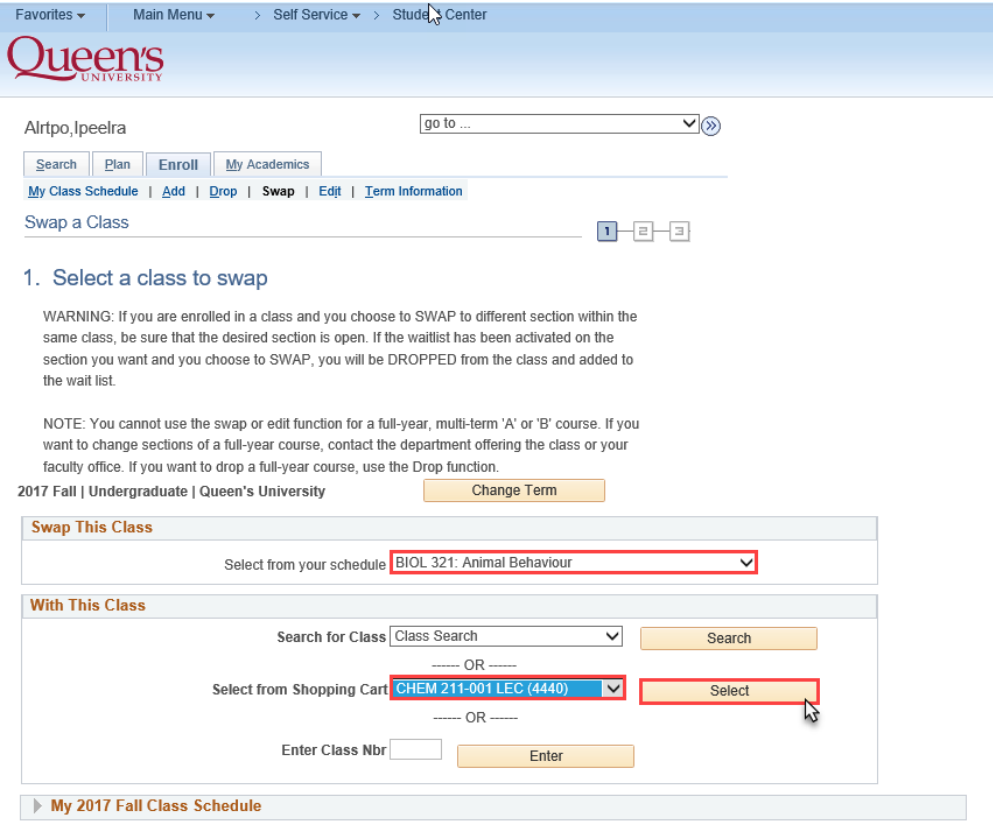


ACADEMICS – Swapping Courses in SOLUS

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

Processing Steps	Screenshots																
<p>Step 4:</p> <p>Click the Go button.</p>	 <p>Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center</p> <p>Queen's UNIVERSITY</p> <p>Welcome to SOLUS Ipeelra's Student Center</p> <p>Academics</p> <p>Search Plan Enroll My Academics</p> <p>Enrollment: Swap</p> <p>2017 Fall Schedule</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>BIOL 321-001 LEC (4836)</td> <td>Mo 4:30PM - 5:30PM WALTER LIGHT RM205 We 3:30PM - 4:30PM WALTER LIGHT RM205 Fr 2:30PM - 3:30PM WALTER LIGHT RM205</td> </tr> <tr> <td>BIOL 321-003 TUT (4838)</td> <td>Tu 4:00PM - 5:30PM BIOSCI RM1341</td> </tr> <tr> <td>BIOL 335-001 LEC (4811)</td> <td>Tu 11:30AM - 12:30PM JEFFERY RM234 We 1:30PM - 2:30PM JEFFERY RM234 Fr 12:30PM - 1:30PM JEFFERY RM234</td> </tr> <tr> <td>BIOL 335-004 LAB (4814)</td> <td>We 8:30AM - 11:30AM BIOSCI RM3320</td> </tr> <tr> <td>BIOL 350-001 LEC (4816)</td> <td>Tu 5:30PM - 7:30PM BIOSCI AUD Fr 1:30PM - 2:30PM BIOSCI AUD</td> </tr> <tr> <td>BIOL 421-001 LEC (4886)</td> <td>Mo 3:30PM - 4:30PM BIOSCI RM1120 We 2:30PM - 3:30PM BIOSCI RM1120 Th 4:30PM - 5:30PM BIOSCI RM1120</td> </tr> <tr> <td>BIOL 421-003 TUT (4888)</td> <td>Th 8:30AM - 11:30AM BIOSCI RM1120</td> </tr> </tbody> </table>	Class	Schedule	BIOL 321-001 LEC (4836)	Mo 4:30PM - 5:30PM WALTER LIGHT RM205 We 3:30PM - 4:30PM WALTER LIGHT RM205 Fr 2:30PM - 3:30PM WALTER LIGHT RM205	BIOL 321-003 TUT (4838)	Tu 4:00PM - 5:30PM BIOSCI RM1341	BIOL 335-001 LEC (4811)	Tu 11:30AM - 12:30PM JEFFERY RM234 We 1:30PM - 2:30PM JEFFERY RM234 Fr 12:30PM - 1:30PM JEFFERY RM234	BIOL 335-004 LAB (4814)	We 8:30AM - 11:30AM BIOSCI RM3320	BIOL 350-001 LEC (4816)	Tu 5:30PM - 7:30PM BIOSCI AUD Fr 1:30PM - 2:30PM BIOSCI AUD	BIOL 421-001 LEC (4886)	Mo 3:30PM - 4:30PM BIOSCI RM1120 We 2:30PM - 3:30PM BIOSCI RM1120 Th 4:30PM - 5:30PM BIOSCI RM1120	BIOL 421-003 TUT (4888)	Th 8:30AM - 11:30AM BIOSCI RM1120
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<p>Step 5:</p> <ol style="list-style-type: none"> 1. Select the Term that you will be swapping the class in. 2. Click the Continue button. 	 <p>Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center</p> <p>Queen's UNIVERSITY</p> <p>Altpto,Ipeelra go to ...</p> <p>Search Plan Enroll My Academics</p> <p>My Class Schedule Add Drop Swap Edit Term Information</p> <p>Swap a Class</p> <p>Select Term</p> <p>Select a term then select Continue.</p> <table border="1"> <thead> <tr> <th>Term</th> <th>Career</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> 2017 Summer</td> <td>Undergraduate</td> <td>Queen's University</td> </tr> <tr> <td><input checked="" type="radio"/> 2017 Fall</td> <td>Undergraduate</td> <td>Queen's University</td> </tr> <tr> <td><input type="radio"/> 2018 Winter</td> <td>Undergraduate</td> <td>Queen's University</td> </tr> </tbody> </table> <p>Continue</p>	Term	Career	Institution	<input type="radio"/> 2017 Summer	Undergraduate	Queen's University	<input checked="" type="radio"/> 2017 Fall	Undergraduate	Queen's University	<input type="radio"/> 2018 Winter	Undergraduate	Queen's University				
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Processing Steps	Screenshots
<p>Step 6:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. 	 <p>2017 Fall Undergraduate Queen's University</p> <p>Swap This Class</p> <p>Select from your schedule: BIOL 321: Animal Behaviour</p> <p>With This Class</p> <p>Search for Class: Class Search [Search]</p> <p>----- OR -----</p> <p>Select from Shopping Cart: [Select]</p> <p>----- OR -----</p> <p>Enter Class Nbr: [Enter]</p> <p>▶ My 2017 Fall Class Schedule</p>
<p>Step 7:</p> <ol style="list-style-type: none"> 1. In this example, a class from the shopping cart is selected. 2. Click the Select button. 	 <p>2017 Fall Undergraduate Queen's University</p> <p>Swap This Class</p> <p>Select from your schedule: BIOL 321: Animal Behaviour</p> <p>With This Class</p> <p>Search for Class: Class Search [Search]</p> <p>----- OR -----</p> <p>Select from Shopping Cart: CHEM 211-001 LEC (4440) [Select]</p> <p>----- OR -----</p> <p>Enter Class Nbr: [Enter]</p> <p>▶ My 2017 Fall Class Schedule</p> <p>Go to top</p>

Processing Steps	Screenshots																																										
<p>Step 8:</p> <ol style="list-style-type: none"> Once you have selected a class, you will need to review the information and confirm your choice. Click the Finish Swapping button. 	<p>2. Confirm your selection</p> <p>Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.</p> <p>2017 Fall Undergraduate Queen's University</p> <p>You are replacing this class</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>BIOL 321-001 (4836)</td> <td>Animal Behaviour (Lecture)</td> <td>Mo 4:30PM - 5:30PM We 3:30PM - 4:30PM Fr 2:30PM - 3:30PM</td> <td>WALTER LIGHT RM205 WALTER LIGHT RM205 WALTER LIGHT RM205</td> <td>O. Jwopyr</td> <td>3.00</td> <td>✓</td> </tr> <tr> <td>BIOL 321-003 (4838)</td> <td>Animal Behaviour (Tutorial)</td> <td>Tu 4:00PM - 5:30PM</td> <td>BIOSCI RM1341</td> <td>Staff</td> <td></td> <td>✓</td> </tr> </tbody> </table> <p>With this class</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>CHEM 211-001 (4440)</td> <td>Main Group Chemistry (Lecture)</td> <td>Mo 1:30PM - 2:30PM We 12:30PM - 1:30PM Fr 11:30AM - 12:30PM</td> <td>DUNNING AUD DUNNING AUD DUNNING AUD</td> <td>D. Xysswg</td> <td>3.00</td> <td>●</td> </tr> <tr> <td>CHEM 211-003 (4442)</td> <td>Main Group Chemistry (Laboratory)</td> <td>Tu 2:30PM - 5:30PM</td> <td>CHERNOFF RM118</td> <td>Staff</td> <td></td> <td>●</td> </tr> </tbody> </table> <p>Cancel Finish Swapping</p> <p>Go to top</p>	Class	Description	Days/Times	Room	Instructor	Units	Status	BIOL 321-001 (4836)	Animal Behaviour (Lecture)	Mo 4:30PM - 5:30PM We 3:30PM - 4:30PM Fr 2:30PM - 3:30PM	WALTER LIGHT RM205 WALTER LIGHT RM205 WALTER LIGHT RM205	O. Jwopyr	3.00	✓	BIOL 321-003 (4838)	Animal Behaviour (Tutorial)	Tu 4:00PM - 5:30PM	BIOSCI RM1341	Staff		✓	Class	Description	Days/Times	Room	Instructor	Units	Status	CHEM 211-001 (4440)	Main Group Chemistry (Lecture)	Mo 1:30PM - 2:30PM We 12:30PM - 1:30PM Fr 11:30AM - 12:30PM	DUNNING AUD DUNNING AUD DUNNING AUD	D. Xysswg	3.00	●	CHEM 211-003 (4442)	Main Group Chemistry (Laboratory)	Tu 2:30PM - 5:30PM	CHERNOFF RM118	Staff		●
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<p>Step 9:</p> <p>If successful, the first course will be removed from your schedule and the second one added and your schedule will be updated accordingly.</p>	<p>3. View results</p> <p>View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.</p> <p>2017 Fall Undergraduate Queen's University</p> <p>✓ Success: Classes were swapped ✗ Error: Unable to swap class</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Message</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Swap BIOL 321 with CHEM 211</td> <td>Success: This class has been replaced.</td> <td>✓</td> </tr> </tbody> </table> <p>My Class Schedule</p> <p>Go to top</p>	Class	Message	Status	Swap BIOL 321 with CHEM 211	Success: This class has been replaced.	✓																																				
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