ACADEMICS – Swapping Courses in SOLUS

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<th>Processing Steps</th>
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<tr>
<td><strong>Step 1:</strong></td>
<td>![Step 1 Screenshot]</td>
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<tr>
<td>Access the main page of SOLUS via the following navigation: Main Menu &gt; Self Service &gt; Student Center</td>
<td></td>
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<tr>
<td><strong>Step 2:</strong></td>
<td>![Step 2 Screenshot]</td>
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<tr>
<td>Click on the other academic... drop-down list box to access the list.</td>
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<td><strong>Step 3:</strong></td>
<td>![Step 3 Screenshot]</td>
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<td>Select Enrollment: Swap.</td>
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SWAPPING COURSES IN SOLUS

Processing Steps

**Step 4:**

Click the **Go** button.

Screenshots

![Image of the Solus interface showing Step 4 and Step 5 instructions](image)

**Step 5:**

1. **Select the Term** that you will be swapping the class in.

2. Click the **Continue** button.
## SWAPPING COURSES IN SOLUS

### Processing Steps

#### 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.

### Screenshots

#### Step 6:

![Screenshot showing the process of swapping courses in SOLUS](image1)

#### Step 7:

![Screenshot showing the selected class from the shopping cart](image2)
**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.