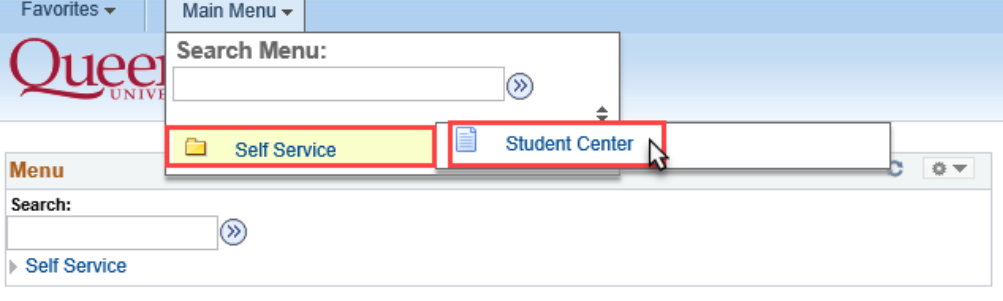
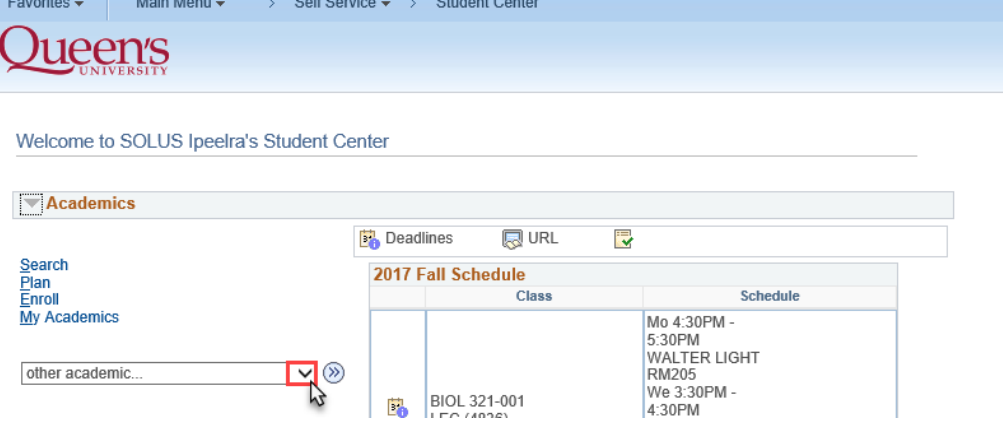
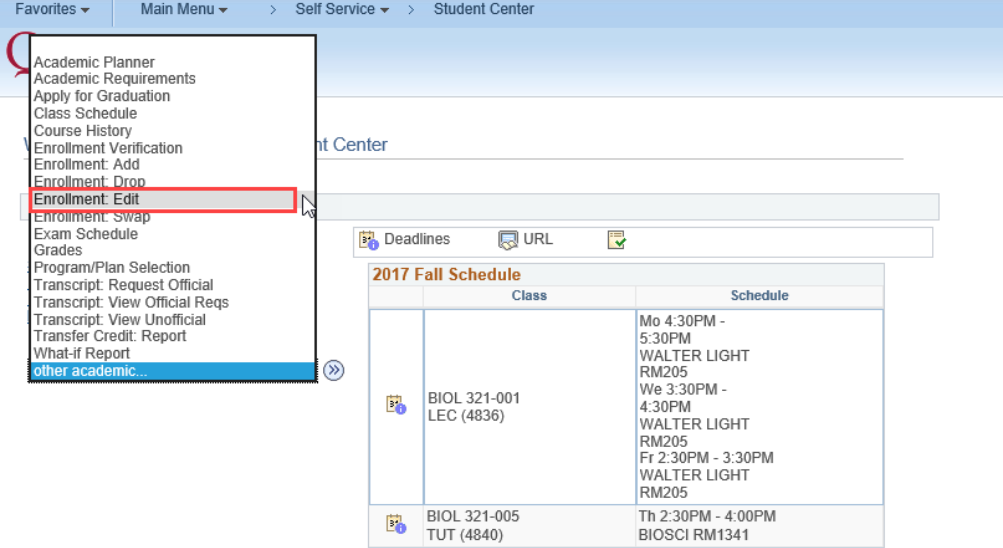
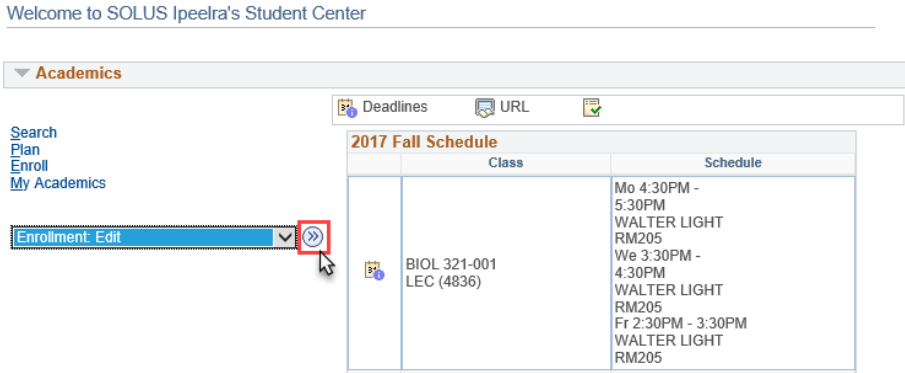
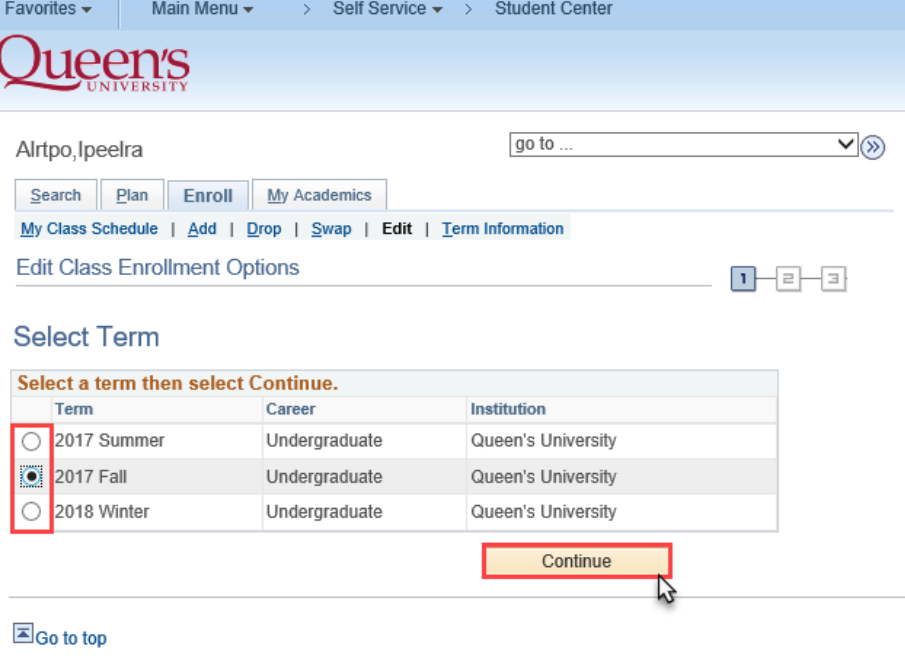
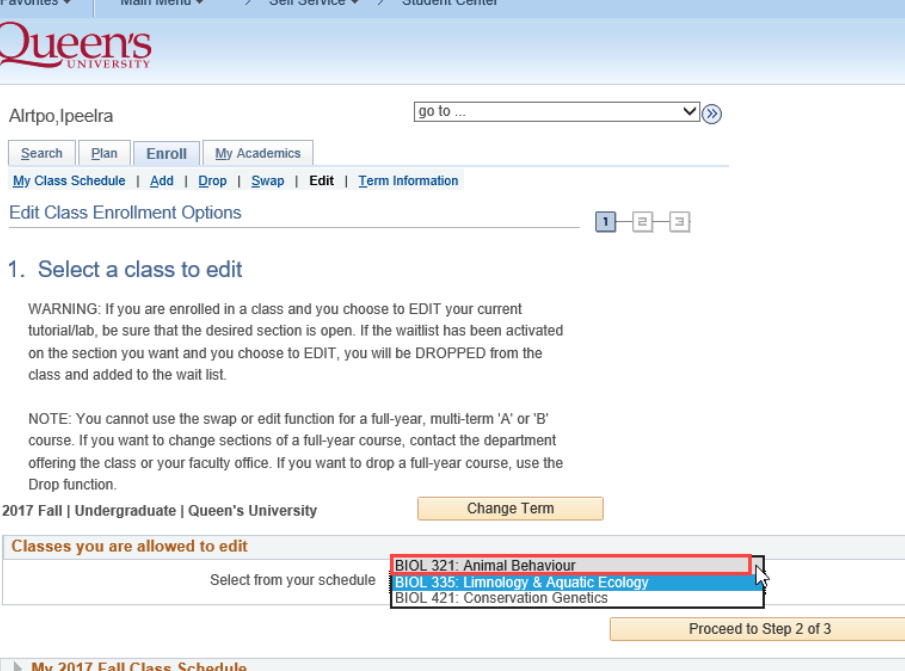
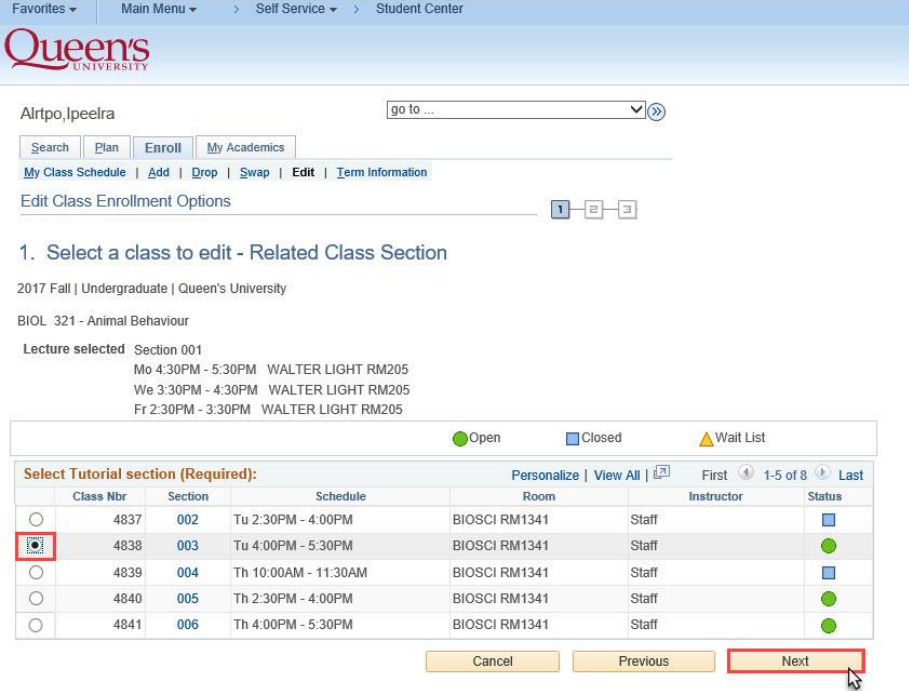
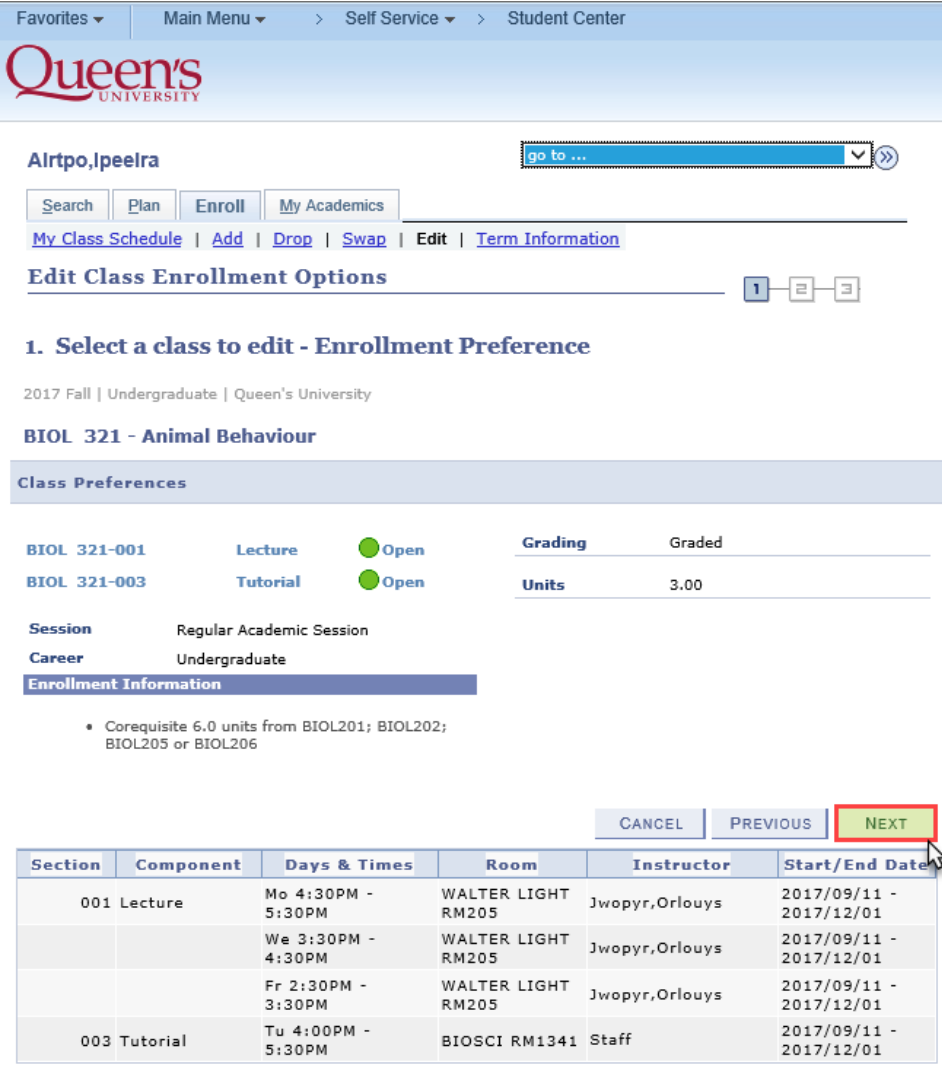
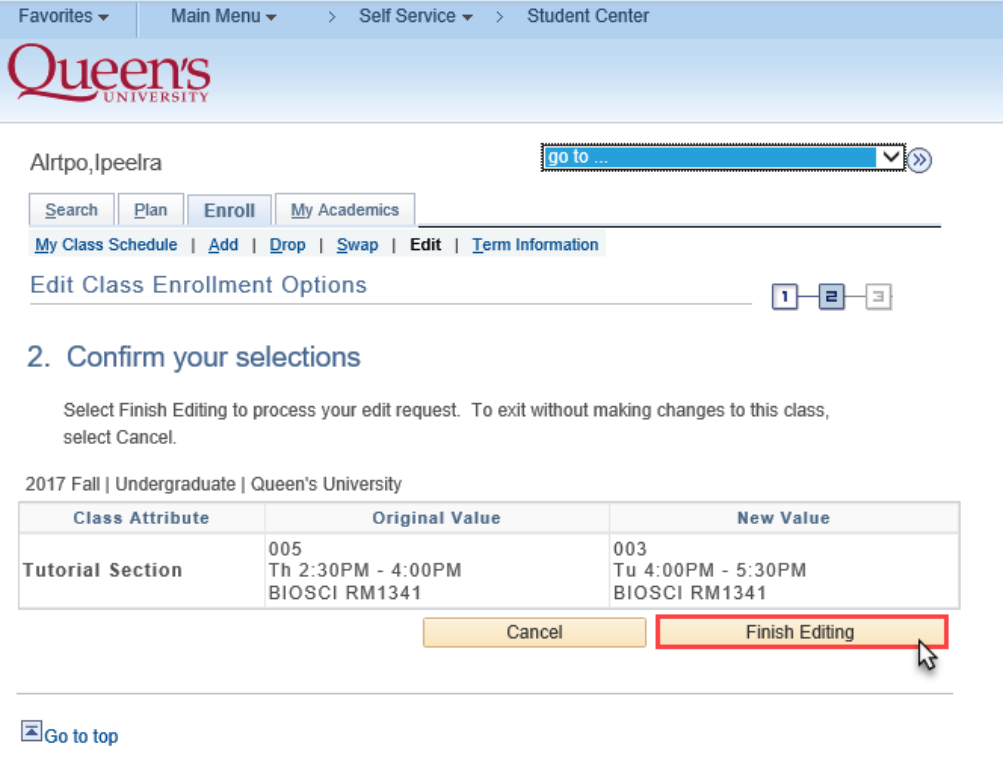
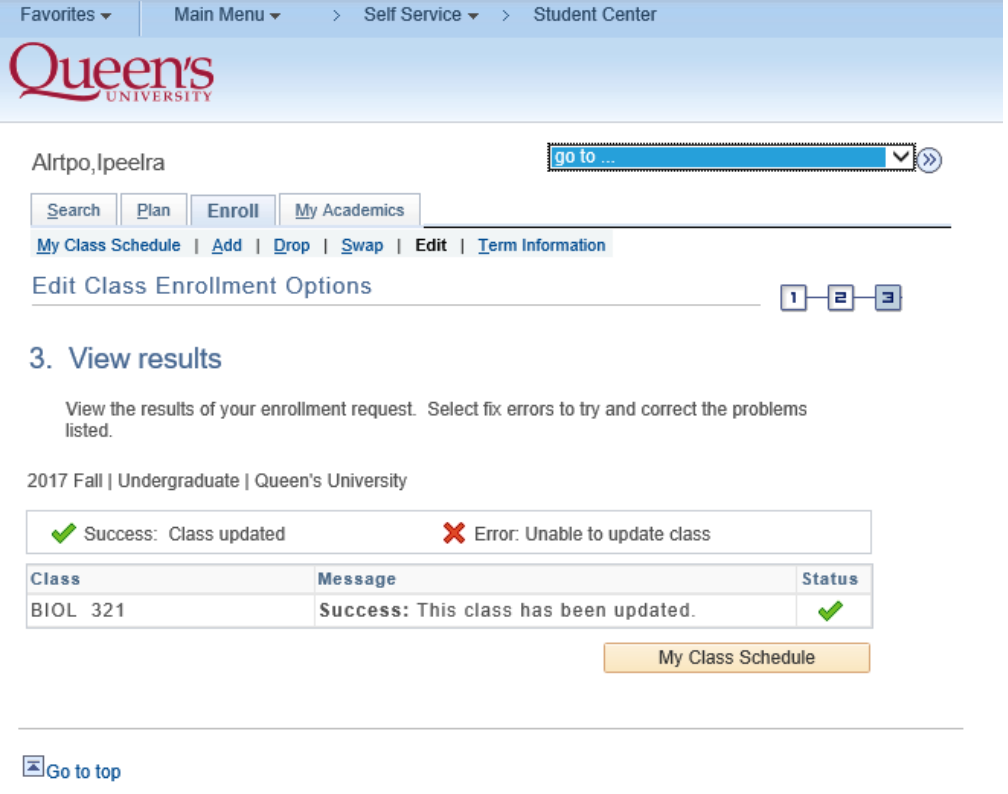


## ACADEMICS – Editing Courses in SOLUS

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

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<p><b>Step 4:</b></p> <p>Click the <b>Go</b> button.</p>	 <p>Welcome to SOLUS Ipeelra's Student Center</p> <p>Academics</p> <p>Search Plan Enroll My Academics</p> <p>Enrollment: Edit</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> </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								
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<p><b>Step 5:</b></p> <ol style="list-style-type: none"> <li>1. Select the <b>Term</b> that you will be editing the class for.</li> <li>2. Click the <b>Continue</b> button.</li> </ol>	 <p>Favorites Main Menu Self Service Student Center</p> <p>Queen's UNIVERSITY</p> <p>Alrtpo,Ipeelra go to ...</p> <p>Search Plan Enroll My Academics</p> <p>My Class Schedule Add Drop Swap Edit Term Information</p> <p>Edit Class Enrollment Options</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> <p>Go to top</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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<p><b>Step 6:</b></p> <p>Select the class that you would like to edit, from the list of classes on your schedule, that you are allowed to edit.</p>	 <p>Favorites Main Menu Self Service Student Center</p> <p>Queen's UNIVERSITY</p> <p>Alrtpo,Ipeelra go to ...</p> <p>Search Plan Enroll My Academics</p> <p>My Class Schedule Add Drop Swap Edit Term Information</p> <p>Edit Class Enrollment Options</p> <p>1. Select a class to edit</p> <p>WARNING: If you are enrolled in a class and you choose to EDIT your current tutorial/lab, be sure that the desired section is open. If the waitlist has been activated on the section you want and you choose to EDIT, you will be DROPPED from the class and added to the wait list.</p> <p>NOTE: You cannot use the swap or edit function for a full-year, multi-term 'A' or 'B' course. If you want to change sections of a full-year course, contact the department offering the class or your faculty office. If you want to drop a full-year course, use the Drop function.</p> <p>2017 Fall   Undergraduate   Queen's University Change Term</p> <p>Classes you are allowed to edit</p> <p>Select from your schedule</p> <ul style="list-style-type: none"> <li>BIOL 321: Animal Behaviour</li> <li>BIOL 335: Limnology &amp; Aquatic Ecology</li> <li>BIOL 421: Conservation Genetics</li> </ul> <p>Proceed to Step 2 of 3</p> <p>My 2017 Fall Class Schedule</p>												

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<p><b>Step 7:</b></p> <p>The tutorial/lab, that you are currently enrolled in, is selected in the <b>Select Tutorial section</b>.</p> <p>In this step, you must select the option that you prefer. However, ensure that the tutorial/lab is not closed.</p> <ol style="list-style-type: none"> <li>1. Select the <u>new</u> tutorial/lab that you would like to take.</li> <li>2. Click the <b>Next</b> button.</li> </ol>	 <p>2017 Fall   Undergraduate   Queen's University</p> <p>BIOL 321 - Animal Behaviour</p> <p>Lecture selected Section 001          Mo 4:30PM - 5:30PM WALTER LIGHT RM205          We 3:30PM - 4:30PM WALTER LIGHT RM205          Fr 2:30PM - 3:30PM WALTER LIGHT RM205</p> <p>Open Closed Wait List</p> <p><b>Select Tutorial section (Required):</b> Personalize   View All   First 1-5 of 8 Last</p> <table border="1"> <thead> <tr> <th>Class Nbr</th> <th>Section</th> <th>Schedule</th> <th>Room</th> <th>Instructor</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>4837</td> <td>002</td> <td>Tu 2:30PM - 4:00PM</td> <td>BIOSCI RM1341</td> <td>Staff</td> <td><input type="checkbox"/></td> </tr> <tr> <td>4838</td> <td>003</td> <td>Tu 4:00PM - 5:30PM</td> <td>BIOSCI RM1341</td> <td>Staff</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>4839</td> <td>004</td> <td>Th 10:00AM - 11:30AM</td> <td>BIOSCI RM1341</td> <td>Staff</td> <td><input type="checkbox"/></td> </tr> <tr> <td>4840</td> <td>005</td> <td>Th 2:30PM - 4:00PM</td> <td>BIOSCI RM1341</td> <td>Staff</td> <td><input type="checkbox"/></td> </tr> <tr> <td>4841</td> <td>006</td> <td>Th 4:00PM - 5:30PM</td> <td>BIOSCI RM1341</td> <td>Staff</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Cancel Previous <b>Next</b></p>	Class Nbr	Section	Schedule	Room	Instructor	Status	4837	002	Tu 2:30PM - 4:00PM	BIOSCI RM1341	Staff	<input type="checkbox"/>	4838	003	Tu 4:00PM - 5:30PM	BIOSCI RM1341	Staff	<input checked="" type="checkbox"/>	4839	004	Th 10:00AM - 11:30AM	BIOSCI RM1341	Staff	<input type="checkbox"/>	4840	005	Th 2:30PM - 4:00PM	BIOSCI RM1341	Staff	<input type="checkbox"/>	4841	006	Th 4:00PM - 5:30PM	BIOSCI RM1341	Staff	<input type="checkbox"/>
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<p><b>Step 9:</b></p> <ol style="list-style-type: none"> <li>1. Confirm the new details of the class.</li> <li>2. Click the <b>Next</b> button.</li> </ol>	 <p>2017 Fall   Undergraduate   Queen's University</p> <p>BIOL 321 - Animal Behaviour</p> <p><b>Class Preferences</b></p> <table border="1"> <tbody> <tr> <td>BIOL 321-001</td> <td>Lecture</td> <td>Open</td> <td>Grading</td> <td>Graded</td> </tr> <tr> <td>BIOL 321-003</td> <td>Tutorial</td> <td>Open</td> <td>Units</td> <td>3.00</td> </tr> </tbody> </table> <p>Session Regular Academic Session          Career Undergraduate</p> <p><b>Enrollment Information</b></p> <ul style="list-style-type: none"> <li>Corequisite 6.0 units from BIOL201; BIOL202; BIOL205 or BIOL206</li> </ul> <p>CANCEL PREVIOUS <b>NEXT</b></p> <table border="1"> <thead> <tr> <th>Section</th> <th>Component</th> <th>Days &amp; Times</th> <th>Room</th> <th>Instructor</th> <th>Start/End Dates</th> </tr> </thead> <tbody> <tr> <td rowspan="3">001</td> <td rowspan="3">Lecture</td> <td>Mo 4:30PM - 5:30PM</td> <td>WALTER LIGHT RM205</td> <td>Jwopyr,Orlouys</td> <td>2017/09/11 - 2017/12/01</td> </tr> <tr> <td>We 3:30PM - 4:30PM</td> <td>WALTER LIGHT RM205</td> <td>Jwopyr,Orlouys</td> <td>2017/09/11 - 2017/12/01</td> </tr> <tr> <td>Fr 2:30PM - 3:30PM</td> <td>WALTER LIGHT RM205</td> <td>Jwopyr,Orlouys</td> <td>2017/09/11 - 2017/12/01</td> </tr> <tr> <td>003</td> <td>Tutorial</td> <td>Tu 4:00PM - 5:30PM</td> <td>BIOSCI RM1341</td> <td>Staff</td> <td>2017/09/11 - 2017/12/01</td> </tr> </tbody> </table>	BIOL 321-001	Lecture	Open	Grading	Graded	BIOL 321-003	Tutorial	Open	Units	3.00	Section	Component	Days & Times	Room	Instructor	Start/End Dates	001	Lecture	Mo 4:30PM - 5:30PM	WALTER LIGHT RM205	Jwopyr,Orlouys	2017/09/11 - 2017/12/01	We 3:30PM - 4:30PM	WALTER LIGHT RM205	Jwopyr,Orlouys	2017/09/11 - 2017/12/01	Fr 2:30PM - 3:30PM	WALTER LIGHT RM205	Jwopyr,Orlouys	2017/09/11 - 2017/12/01	003	Tutorial	Tu 4:00PM - 5:30PM	BIOSCI RM1341	Staff	2017/09/11 - 2017/12/01
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<p><b>Step 10:</b></p> <ol style="list-style-type: none"> <li>1. Confirm your selection.</li> <li>2. When you are ready to proceed, click the <b>Finish Editing</b> button.</li> </ol>	 <p>2. Confirm your selections</p> <p>Select Finish Editing to process your edit request. To exit without making changes to this class, select Cancel.</p> <p>2017 Fall   Undergraduate   Queen's University</p> <table border="1"> <thead> <tr> <th>Class Attribute</th> <th>Original Value</th> <th>New Value</th> </tr> </thead> <tbody> <tr> <td>Tutorial Section</td> <td>005 Th 2:30PM - 4:00PM BIOSCI RM1341</td> <td>003 Tu 4:00PM - 5:30PM BIOSCI RM1341</td> </tr> </tbody> </table> <p>Buttons: Cancel, Finish Editing</p> <p>Go to top</p>	Class Attribute	Original Value	New Value	Tutorial Section	005 Th 2:30PM - 4:00PM BIOSCI RM1341	003 Tu 4:00PM - 5:30PM BIOSCI RM1341
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<p><b>Step 11:</b></p> <p>If there are no errors, your schedule will be updated accordingly.</p>	 <p>3. View results</p> <p>View the results of your enrollment request. Select fix errors to try and correct the problems listed.</p> <p>2017 Fall   Undergraduate   Queen's University</p> <p>Success: Class updated      Error: Unable to update class</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Message</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>BIOL 321</td> <td>Success: This class has been updated.</td> <td>✓</td> </tr> </tbody> </table> <p>Buttons: My Class Schedule</p> <p>Go to top</p>	Class	Message	Status	BIOL 321	Success: This class has been updated.	✓
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