







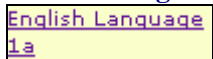


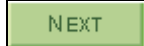

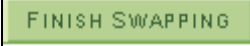





## Swap a Course

Step	Action
1.	Click the <b>Enroll</b> link. 
2.	Click the <b>swap</b> link. 
3.	To select the course you want to swap click the <b>Select from your schedule</b> dropdown button. 
4.	Chose the course that you want to drop. In this case click on <b>ARCH 1001: Arch 1A: Arch of Scotland</b> . 
5.	To search for the course you would like to add click on the <b>Search for Class</b> dropdown button. 
6.	To ensure the course you would like to enrol on to meets the requirements of your academic program and plan click the <b>My Requirements</b> list item. 
7.	Click the <b>Search</b> button. 
8.	Click on the <b>scrollbar</b> .
9.	Click the <b>Show detail Academic Year 2011-12</b> button for English Language. 
10.	Click the <b>English Language 1a</b> link. 
11.	Click the <b>scrollbar</b> .
12.	Click on the lecture <b>Select</b> button. 
13.	Now choose the <b>Tutorial</b> option. 
14.	Click the <b>Next</b> button. 
15.	This page provides additional enrollment information. This may include pre-requisites for a course that, if not met, would prevent you from enrolling directly on to the course.  Click the <b>Next</b> button. 

Step	Action
16.	At this point you can review your course options before going on to confirm. Click the <b>scrollbar</b> .
17.	Click the <b>Finish Swapping</b> button. 
18.	If your swap has been successful you can check your updated timetable by clicking the <b>My Class Schedule</b> button. 
19.	Click the <b>Weekly Calendar View</b> option. 
20.	To exit MyCampus click on the <b>Sign out</b> link. 
21.	Thank you for completing this MyCampus demonstration. <b>End of Procedure.</b>