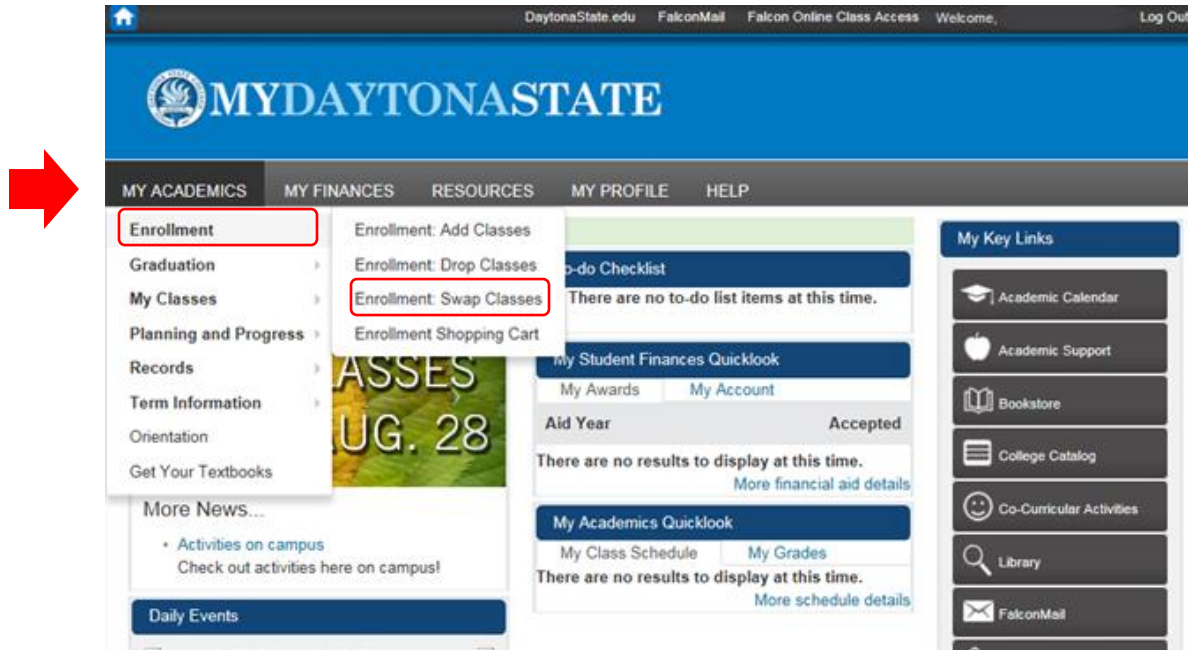




HOW TO SWAP CLASSES

1) Select **My Academics>Enrollment>Enrollment: Swap Classes** from the drop down menu on the My.DaytonaState.edu portal.



2) From the drop-down menu, select the class from your schedule that you would like to swap. The class that you select will be removed from your schedule.



Swap a Class



1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Fall 2017 | College Credit Programs | Daytona State College

Swap This Class

Select from your schedule

ENC 1102: Writing with Research
MAC 1114: College Trigonometry

With This Class

Search for Class

▼
search

----- OR -----





3) Select 'Search' to choose the class you wish to replace it with from the 'My Requirements' page.

Plan		Enroll		My Academics	
my class schedule	add	drop	swap	term information	

Swap a Class



1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Fall 2017 | College Credit Programs | Daytona State College

Swap This Class	
Select from your schedule	ENC 1102: Writing with Research
With This Class	
Search for Class	My Requirements <input type="button" value="search"/>
----- OR -----	





4) On the 'My Requirements' page, you can select the class you would like to swap into from the list of options.

Plan

Enroll

My Academics

my class schedule

add

drop

swap

term information

Add Classes

1
2
3

Search by My Requirements

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[Return to 1. Select a class to swap](#)

Select Display Option: Hide Requirement Details Show Requirement Details

Taken
 In Progress
 Planned

▼ Associate of Arts Degree (AA) 2017-2018	Not Satisfied																		
All Developmental course options and MAT1033	Not Satisfied																		
▶ All Developmental course options and MAT1033	show detail fall 2017																		
SLS1122	Satisfied																		
▶ Student must take SLS1122	show detail fall 2017																		
Communication Core - 3 courses (9 credits) required	Not Satisfied																		
▶ Take ENC1101, ENC1102, and SPC2608	show detail fall 2017																		
Mathematics Cores - 2 courses (6 credits) required	Not Satisfied																		
▶ Complete two courses from the following list:	show detail fall 2017																		
Natural Sciences Cores - 2 courses (6 crds) required: (1 course from each list)	Not Satisfied																		
▼ Complete one course from this list: (Some courses may require a lab)	hide detail fall 2017																		
The following courses may be used to satisfy this requirement:																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Course</th> <th style="width: 40%;">Description</th> <th style="width: 10%;">Units</th> <th style="width: 20%;">When</th> <th style="width: 10%;">Grade</th> <th style="width: 5%;">Status</th> </tr> </thead> <tbody> <tr> <td>AST1002</td> <td>Astronomy</td> <td>3.00</td> <td>Fall, Spring, Summer</td> <td></td> <td></td> </tr> <tr> <td>BSC1005</td> <td>Survey of Biological Sciences</td> <td>3.00</td> <td>Fall, Spring, Summer</td> <td></td> <td></td> </tr> </tbody> </table>	Course	Description	Units	When	Grade	Status	AST1002	Astronomy	3.00	Fall, Spring, Summer			BSC1005	Survey of Biological Sciences	3.00	Fall, Spring, Summer			
Course	Description	Units	When	Grade	Status														
AST1002	Astronomy	3.00	Fall, Spring, Summer																
BSC1005	Survey of Biological Sciences	3.00	Fall, Spring, Summer																

Choose a class.
In this example, the student is selecting to enroll into AST1002.



5) Select a class section from the list.

● Open ■ Closed ▲ Wait List

AST 1002 sections for Fall 2017

Section	Location	Session	Status			
401F-LEC (1248)	DeLand	1	●	select		
Days	Start	End	Room	Instructor	Dates	
TuTh	9:30AM	10:50AM	DeLand Bldg. 4 120	Eric Jones	08/28/2017 - 12/15/2017	
Section	Location	Session	Status			
301F-LEC (1247)	Flagler/Palm Coast	1	●	select		
Days	Start	End	Room	Instructor	Dates	
MoWe	11:00AM	12:20PM	Flagler Bldg. 3 106	Eric Jones	08/28/2017 - 12/15/2017	
Section	Location	Session	Status			
503Z-LEC (1249)	Online	1	▲	select		
Days	Start	End	Room	Instructor	Dates	
TBA	TBA		Online	Eric Jones	08/28/2017 - 12/15/2017	
Section	Location	Session	Status			
51AZ-LEC (1250)	Online	FA7	▲	select		
Days	Start	End	Room	Instructor	Dates	
TBA	TBA		Online	Eric Jones	08/28/2017 - 10/20/2017	
Section	Location	Session	Status			
52BZ-LEC (1251)	<u>Online</u>	FB7	●	select		
Days	Start	End	Room	Instructor	Dates	
TBA	TBA		Online	Eric Jones	10/23/2017 - 12/15/2017	

[View All](#) 1-5 of 5 [Last](#)

Choose a class section.
In this example, the student is selecting to swap into an online section that begins on 10/23 and ends on 12/15.



6) Select 'Next' to proceed.

Plan		Enroll		My Academics	
my class schedule	add	drop	swap	term information	

Swap a Class



1. Select a class to swap - Enrollment Preference

Fall 2017 | College Credit Programs | Daytona State College

AST 1002 - Astronomy

Class Preferences

AST 1002-52BZ Lecture ● Open Wait List Wait list if class is full

Session Fall B - 7 Weeks

Career College Credit Programs

Grading Graded

Units 3.00

Enrollment Information

- Corequisite: MAT1033 or MAT1033A

CANCEL

NEXT

Select NEXT to continue.

Section	Component	Days & Times	Room	Instructor	Start/End Date
52BZ	Lecture		Online	Eric Jones	10/23/2017 - 12/15/2017

NOTES

Class Notes

This is a fully online course. There are no face-to-face meetings. A computer with high-speed internet access is required. Course access is available at <http://class.daytonastate.edu>.



7) Select 'Finish Swapping' to process your swap request. If you want to exit without swapping, select 'Cancel'.

Plan		Enroll		My Academics	
my class schedule	add	drop	swap	term information	

Swap a Class



2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

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→ You are replacing this class

Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ENC 1102-104F (1143)	Writing with Research (Lecture)	TuTh 11:00AM - 12:20PM	Daytona Baker (B 500) 220	S. Offiah-Hawkins	3.00	<input checked="" type="checkbox"/>

→ With this class

Open
 Closed
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
AST 1002-52BZ (1251)	Astronomy (Lecture)		Online	E. Jones	3.00	<input checked="" type="checkbox"/>

←



8) View results.

Plan		Enroll		My Academics	
my class schedule	add	drop	swap	term information	

Swap a Class



3. View results

View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.

Fall 2017 | College Credit Programs | Daytona State College

✔ Success: Classes were swapped
 ✘ Error: Unable to swap class

Class	Message	Status
Swap ENC 1102 with AST 1002	Success: This class has been replaced.	✔

The 'success' message indicates the class has been swapped.

[MAKE A PAYMENT](#)
[MY CLASS SCHEDULE](#)

[Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Term Information](#)

go to ...

- A green check indicates a successful swap.
- If the results indicate an error then the swap was not successful. View the error message, which will indicate the reason the swap did not process so you can determine a corrective course of action.
- You can view your modified schedule by selecting the 'My Class Schedule' button.