

Student Instructions to Swap a Class

Purpose: Swap Classes

Major steps: Log into GullNet, under Enroll select your request changes, submit and finalize.

Step by Step Directions:

1. Log into GullNet and Click on the *Student* tab at the top of the page. In the *Student Center* you can click on *Enroll* or scroll down to *Registration/Enrollment* on the left side of the screen and click on *Enrollment: Swap Classes*.

The screenshot shows the Student Center interface. On the left, there are several navigation menus: Campus Finances, Financial Aid, Academic Records, and Registration/Enrollment. In the Registration/Enrollment menu, 'Enrollment: Swap Classes' is highlighted with a red box. In the main content area, the 'Academics' section is expanded, showing a search bar with 'Enroll' highlighted in red. Below the search bar is a 'Fall 2019 Schedule' table.

Class	Schedule
ACCT 202-002 LEC (3916)	MoWe 10:30AM - 11:45AM 249 Perdue Hall
BUAD 300-601 WKS (3937)	Room: TBA
INFO 281-601 LEC (5866)	Mo 9:00AM - 10:15AM 248 Perdue Hall
MGMT 320-001 LEC (3895)	TuTh 9:30AM - 10:45AM 347 Perdue Hall
MKTG 330-003 LEC (4149)	MoWe 12:00PM - 1:15PM 348 Perdue Hall

Below the schedule table are links for 'Weekly Schedule' and 'Enrollment Shopping Cart'. In the 'Finances' section, there is a message: 'You have no outstanding charges at this time.'

2. Choose the appropriate action and semester. Then click *Continue*.

The screenshot shows the 'Swap a Class' form. At the top, there are navigation tabs: Search, Plan, 'Enroll' (highlighted in red), and My Academics. Below the tabs are links: My Class Schedule, Add, Drop, 'Swap' (highlighted in red), Edit, and Term Information. The main heading is 'Swap a Class'. Below it is a 'Select Term' section with a table.

Term	Career	Institution
<input type="radio"/> Summer 2019	Undergraduate	Salisbury University
<input checked="" type="radio"/> Fall 2019	Undergraduate	Salisbury University

Below the table is a 'Continue' button.

3. Choose the class you want to drop and add.

Search | Plan | **Enroll** | My Academics

My Class Schedule | Add | Drop | **Swap** | Edit | Term Information

Swap a Class

1 2 3

1. Select a class to swap

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

Summer 2019 | Undergraduate | Salisbury University Change Term

Swap This Class

Select from your schedule HLTH 110: FOUNDATIONS OF COMM HLTH ED

With This Class

Search for Class Class Search Search

----- OR -----

Enter Class Nbr Enter

▶ **My Summer 2019 Class Schedule**

4. Verify that you have chosen the correct class and click *Next*.

1. Select a class to swap - Enrollment Preferences

Summer 2019 | Undergraduate | Salisbury University
ENGL 221 - LITERATURE & FILM

Class Preferences

ENGL 221-001 Lecture ● Open

Session Five Week - Second

Career Undergraduate

Wait List Wait list if class is full

Permission Nbr

Grading Graded

Units 4.00

Enrollment Information

- Prerequisite: C or better in ENGL 102 or 103.
- General Education - Literature

Requirement Designation General Education - Literature

Cancel

Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoTuWeThFr 12:00PM - 2:00PM	111 Fulton Hall	Thomas Leasure	07/08/2019 - 08/09/2019

5. Verify both the class you are dropping and the class you are adding then click on *Finish Swapping*.

2. Confirm your selection

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

Summer 2019 | Undergraduate | Salisbury University

▼ **You are replacing this class**

✔ Enrolled ✖ Dropped ⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
HLTH 110-701 (1289)	FOUNDATIONS OF COMM HLTH ED (Lecture)		Online Course	B. Nobiling	4.00	✔

▼ **With this class**

● Open □ Closed ⚠ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ENGL 221-001 (1227)	LITERATURE & FILM (Lecture)	MoTuWeThFr 12:00PM - 2:00PM	111 Fulton Hall	T. Leasure	4.00	●

Cancel **Finish Swapping**

6. View your class schedule to make sure everything is correct.