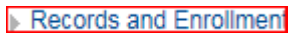


The following steps outline how the Quick Enrollment function can be used to change only the class or lecture related components (i.e. lab or tutorial) on the student's behalf. This is referred to as 'Swapping' classes.

1. Click the **Records and Enrollment** link.



2. Click the **Enroll Students** link.



3. Click the **Quick Enroll a Student** link.



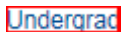
4. Click the **Add a New Value** tab.



5. Enter the student ID number (removed for FOIP reasons). **Tip:** You may enter all values directly if known, rather than using the Look Up tool. Click the **Look up Academic Career** button.



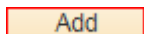
6. Click the **Undergrad** link.

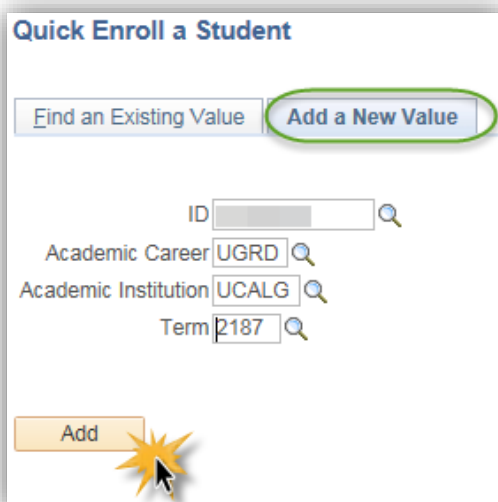


7. Click the **Look up Term** button and select the applicable Term (e.g. 2187).



8. Press add after all values are entered.
Click the **Add** button.



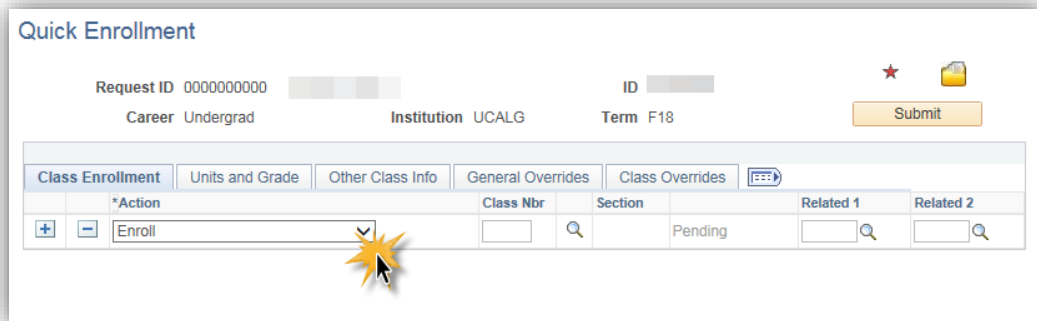


The screenshot shows the 'Quick Enroll a Student' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a green oval. Below the tabs, there are four input fields, each with a magnifying glass icon to its right: 'ID', 'Academic Career' (with 'UGRD' entered), 'Academic Institution' (with 'UCALG' entered), and 'Term' (with '2187' entered). At the bottom left of the form, there is an 'Add' button, which is highlighted with a yellow starburst effect and a mouse cursor pointing at it.

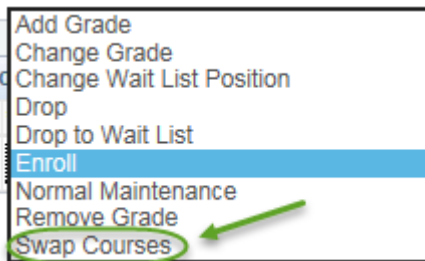
Swapping Lab/Tut on Students' Behalf

SA – Registration

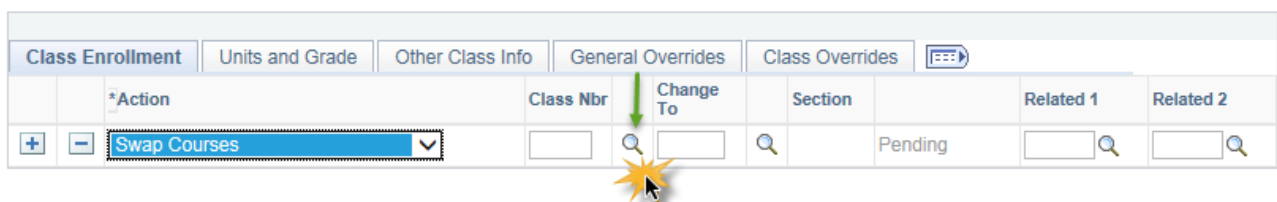
9. On Quick Enrolment select the Action. Click the **Action** list.



10. A list of options display on the Action list. Click the **Swap Courses** list item.

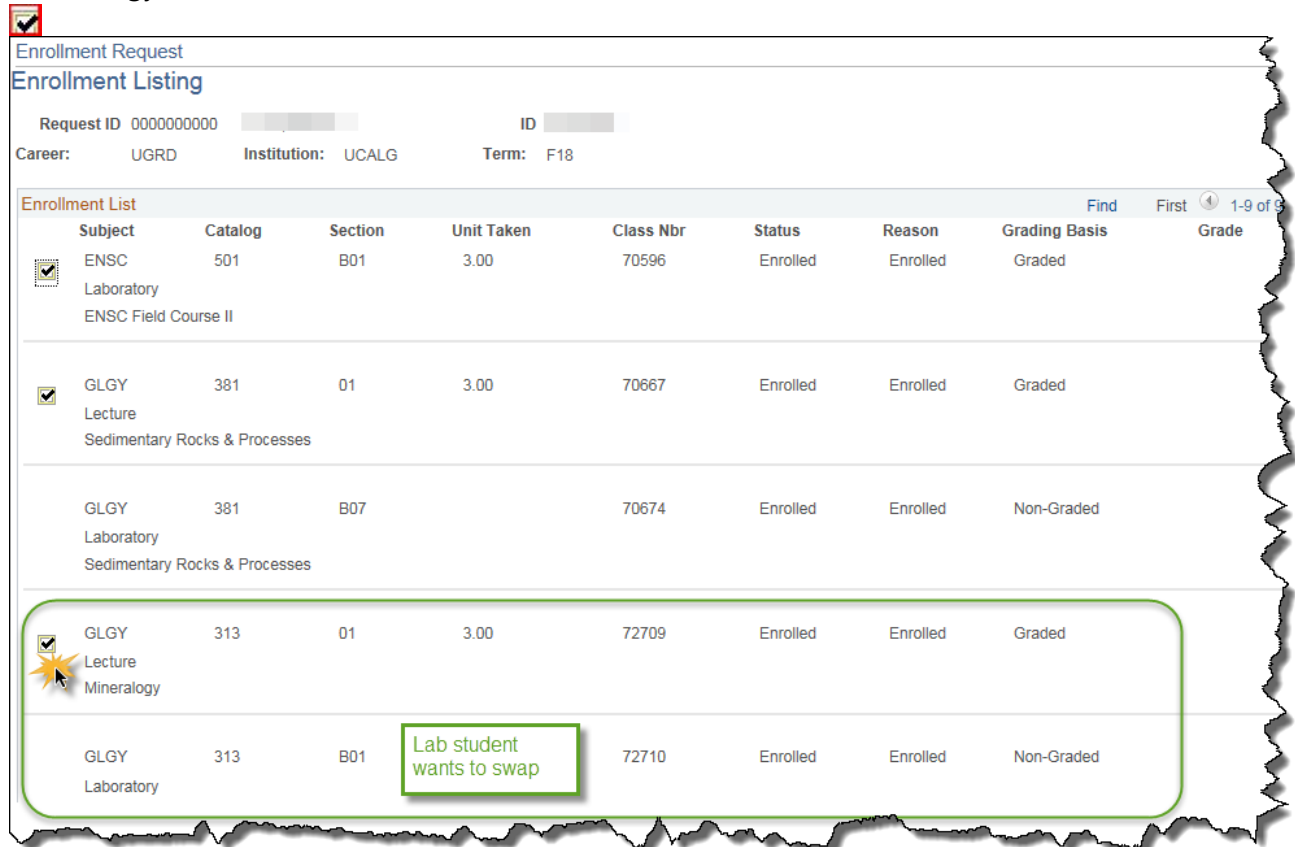


11. You will need to search for the specific class (e.g. Lecture). Beside Class Nbr, click the **Search** button.



12. Enrollment Listing displays a list of the courses the student is currently enrolled. For this example the student is currently registered in GLGY 313 Lecture 01 and GLGY 313 Lab B01. The student would like to swap Lab 313 B01 for Lab 313 B03.

Click onto the selected checkbox to "select" the specific Lecture (e.g. GLGY 313 Lecture Mineralogy). Click the **Enrollment Select** button.



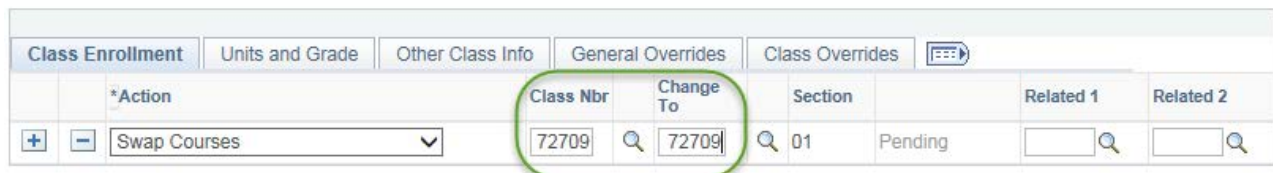
Enrollment Request

Enrollment Listing

Request ID: 0000000000 ID: [redacted]
 Career: UGRD Institution: UCALG Term: F18

Subject	Catalog	Section	Unit Taken	Class Nbr	Status	Reason	Grading Basis	Find	First	1-9 of 9	Grade
<input type="checkbox"/> ENSC Laboratory ENSC Field Course II	501	B01	3.00	70596	Enrolled	Enrolled	Graded				
<input checked="" type="checkbox"/> GLGY Lecture Sedimentary Rocks & Processes	381	01	3.00	70667	Enrolled	Enrolled	Graded				
GLGY Laboratory Sedimentary Rocks & Processes	381	B07		70674	Enrolled	Enrolled	Non-Graded				
<input checked="" type="checkbox"/> GLGY Lecture Mineralogy	313	01	3.00	72709	Enrolled	Enrolled	Graded				
GLGY Laboratory	313	B01		72710	Enrolled	Enrolled	Non-Graded				

13. Note the Class Nbr for the selected lecture populates the field (e.g. 72709). Enter the **same Class Nbr** into the **Change To** field. The Lecture is not changing; however the Class Nbr must still populate both fields. Enter the class same class number (e.g. 72709) into the **Change To** field.



Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides

*Action	Class Nbr	Change To	Section	Related 1	Related 2
+ - Swap Courses	72709	72709	01	Pending	

14. In Related 1 you will see the related components associated with the selected Lecture (e.g. Labs or Tutorials). Click the **Look up Related 1** button.



Swapping Lab/Tut on Students' Behalf

SA – Registration



15. Displayed are the related components for GLGY 313. Note there are 4 Laboratories listed. For this example the student would like to swap to B03. Click the **B03** link.

Look Up Related 1 Help

Cancel

Search Results

View 100 First 1-4 of 4 Last

Academic Institution	Term	Class Nbr	Related Class Nbr	Subject Area	Catalog Nbr	Session	Course Component	Class Section
UCALG	2187	72709	72710	GLGY	313	Regular	Laboratory	B01
UCALG	2187	72709	72711	GLGY	313	Regular	Laboratory	B02
UCALG	2187	72709	72712	GLGY	313	Regular	Laboratory	B03
UCALG	2187	72709	72715	GLGY	313	Regular	Laboratory	B06

16. Note Related 1 populates with the desired Lab number (e.g. 72712). Click the **Submit** button.

Submit

Quick Enrollment

Request ID 0000000000 ID

Career Undergrad Institution UCALG Term F18

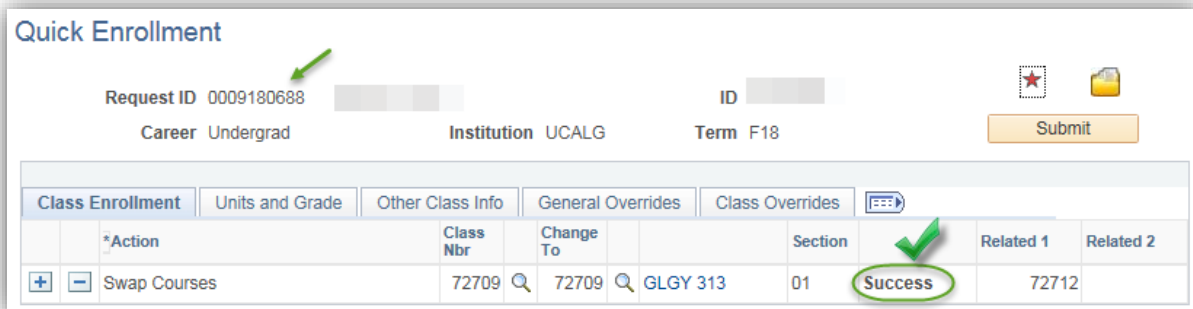
Submit

*Action	Class Nbr	Change To	Section	Related 1	Related 2
Swap Courses	72709	72709	GLGY 313 01	72712	

Go to View Enrollment Access Enrollment Appointments Term/Session Withdrawal Calculate Tuition Study List

Save Notify Add Update/Display

17. **Success** indicates the swap was completed. The Request ID has also been updated (e.g. 0009180688).



Quick Enrollment

Request ID 0009180688 ID [redacted]

Career Undergrad Institution UCALG Term F18

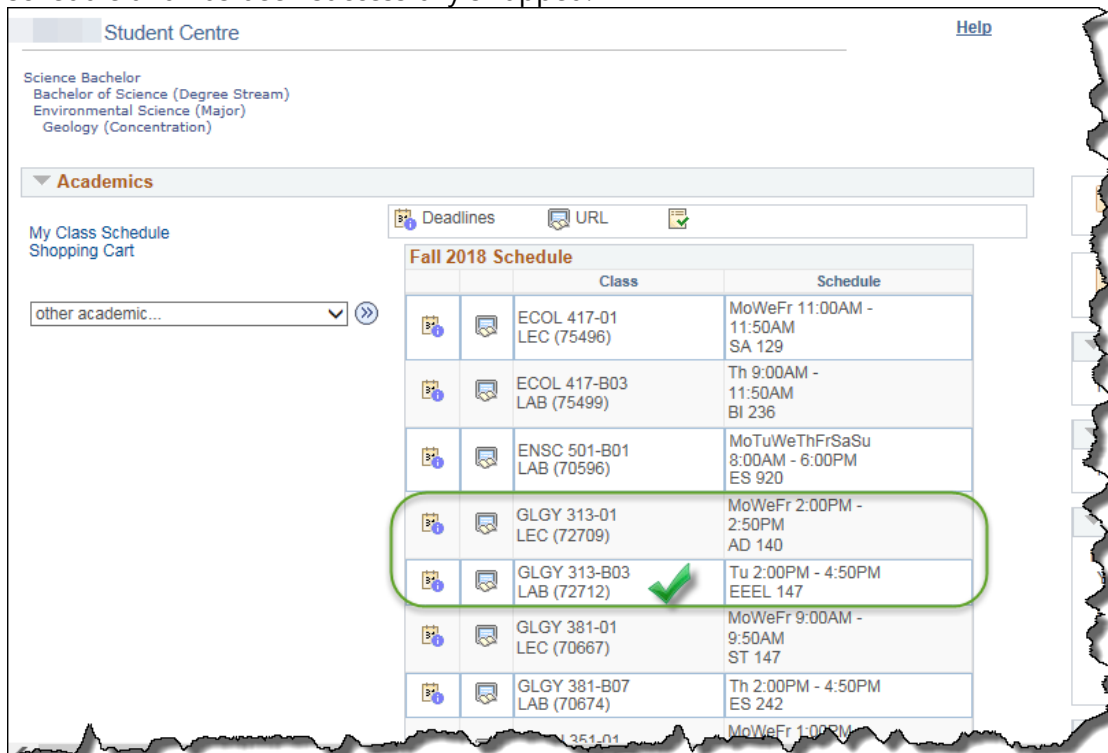
Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		Related 1	Related 2
*Action	Class Nbr	Change To		Section				
+ - Swap Courses	72709	72709	GLGY 313	01	Success		72712	

18. It is recommended to check the student's class schedule in Student Services Centre to confirm they are registered in the correct lab/tutorial section. Enter the student ID number. Click the **Search** button.

Search

19. Navigate to **Campus Community > Student Services Centre** and enter the student ID number. The students Fall 2018 Schedule indicates the lab (GLGY 313-B03 72712) is included in their schedule and has been successfully swapped.



Student Centre [Help](#)

Science Bachelor
Bachelor of Science (Degree Stream)
Environmental Science (Major)
Geology (Concentration)

Academics

My Class Schedule
Shopping Cart

other academic... [dropdown]

Fall 2018 Schedule		Class	Schedule
[icon]	[icon]	ECOL 417-01 LEC (75496)	MoWeFr 11:00AM - 11:50AM SA 129
[icon]	[icon]	ECOL 417-B03 LAB (75499)	Th 9:00AM - 11:50AM BI 236
[icon]	[icon]	ENSC 501-B01 LAB (70596)	MoTuWeThFrSaSu 8:00AM - 6:00PM ES 920
[icon]	[icon]	GLGY 313-01 LEC (72709)	MoWeFr 2:00PM - 2:50PM AD 140
[icon]	[icon]	GLGY 313-B03 LAB (72712)	Tu 2:00PM - 4:50PM EEEL 147
[icon]	[icon]	GLGY 381-01 LEC (70667)	MoWeFr 9:00AM - 9:50AM ST 147
[icon]	[icon]	GLGY 381-B07 LAB (70674)	Th 2:00PM - 4:50PM ES 242
[icon]	[icon]	GLGY 351-01 LEC (70667)	MoWeFr 1:00PM - 1:50PM ST 147

For the corresponding online learning, consult www.ucalgary.ca/ittraining.

End of Procedure.