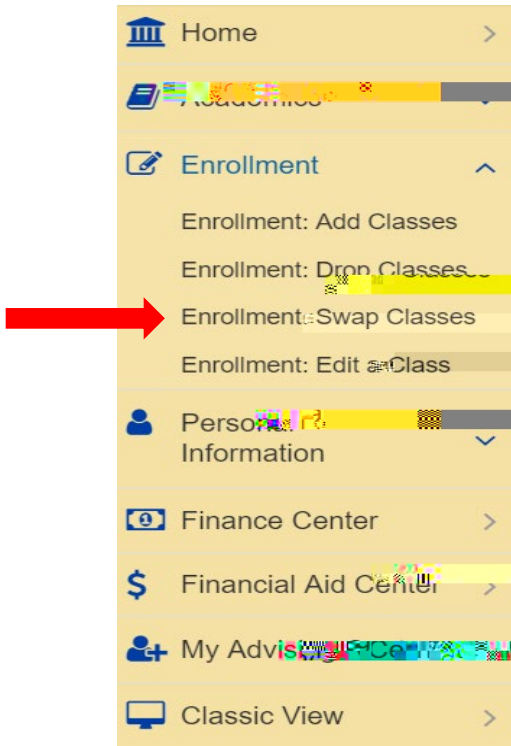


SiS – Swapping a Class in Mobile View

1. Log into Student Self Service (SiS). If you have forgotten your password, you can reset it by using mypassword.uml.edu. After logging in, the Student Center page should be displayed.



2. Under the Academics heading, select Enrollment: Swap Classes



- The Select a class to swap page allows you to select the course you want to swap and also select the course you want to swap it with.

Swap A Class > Select A Class To Swap > 2019 Spring

Angela Gitschier

With This Class

Swap This Class

6710: Practicum II: Higher Education

Search for Class

Class Search

Search

Select from your schedule

Enter Class Nbr

Enter

EDU

This screenshot shows the 'Swap A Class' interface. At the top, there is a breadcrumb trail: 'Swap A Class > Select A Class To Swap > 2019 Spring'. Below this, the user's name 'Angela Gitschier' is displayed. The main area is divided into two sections: 'With This Class' and 'Swap This Class'. In the 'With This Class' section, the current class '6710: Practicum II: Higher Education' is listed. To its right is a 'Search for Class' button. Below this, there is a search input field labeled 'Class Search' with a dropdown arrow, a green 'Search' button, and an 'Enter Class Nbr' field with an 'Enter' button. In the 'Swap This Class' section, there is a 'Select from your schedule' button. A red arrow points to the 'Search for Class' button, and another red arrow points to the 'Select from your schedule' button.

- Search by selecting the select subject and course number if you know the class number you are searching for. If you do not, select subject and course career and you will retrieve a list of possible classes.

1 SELECT

Search for Classes

sel

Subject

is exactly

Course Number

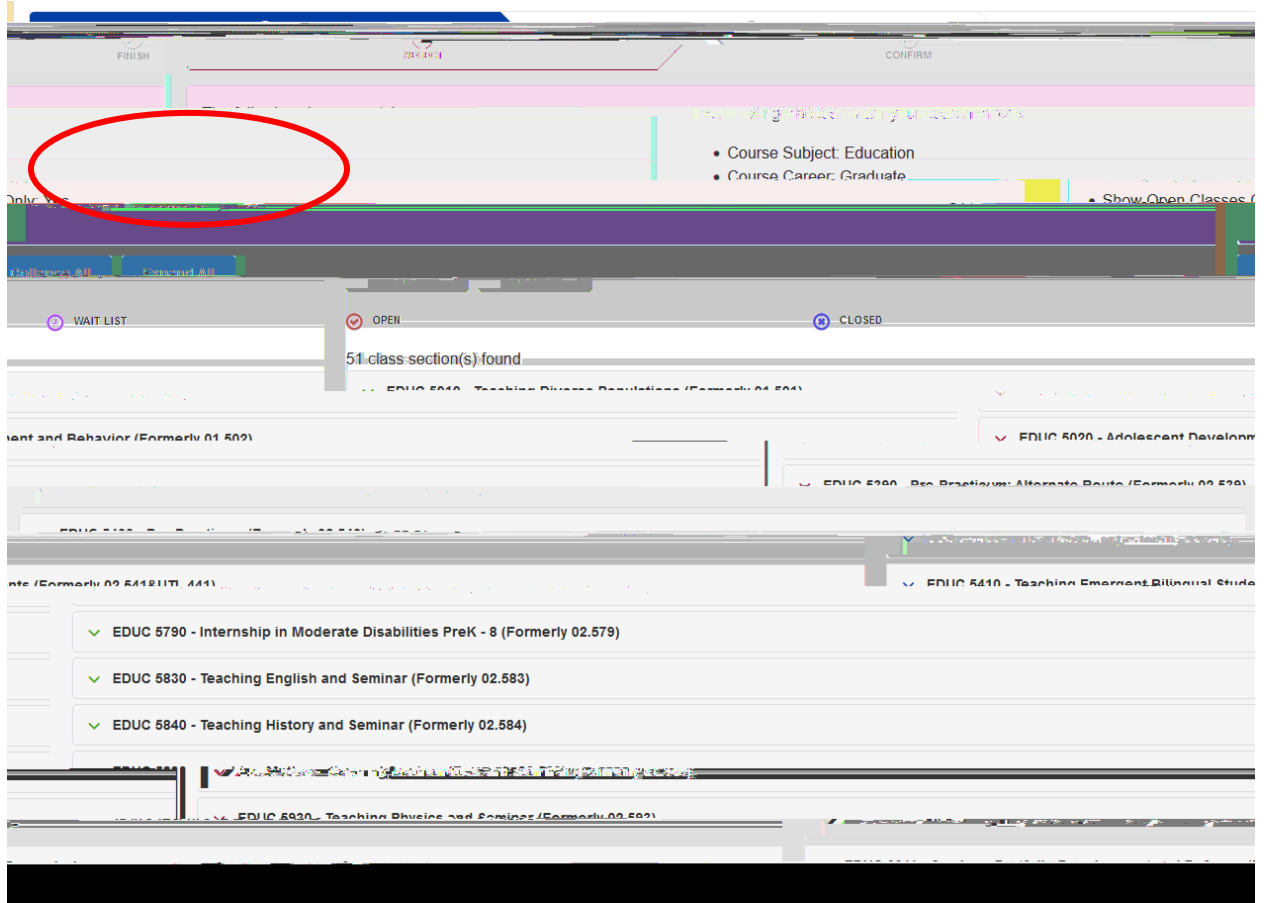
Selected

Course Career

Show Open Classes Only

This screenshot shows the 'Search for Classes' page. At the top, there is a blue arrow button labeled '1 SELECT'. Below this, the title 'Search for Classes' is displayed. The search criteria are as follows: 'sel' is entered in the 'Subject' field, 'is exactly' is selected in the 'Course Number' dropdown, and 'Selected' is entered in the 'Course Career' field. A red arrow points to the 'sel' input, and another red arrow points to the 'Selected' input. At the bottom left, there is a checkbox labeled 'Show Open Classes Only' which is checked.

6. A list of classes will display; select the class you want to swap into.



7. The selected class is in your shopping cart. Click Next.



8. Once you've confirmed the class is correct, select Finish Swapping. You have successfully swapped your classes.

