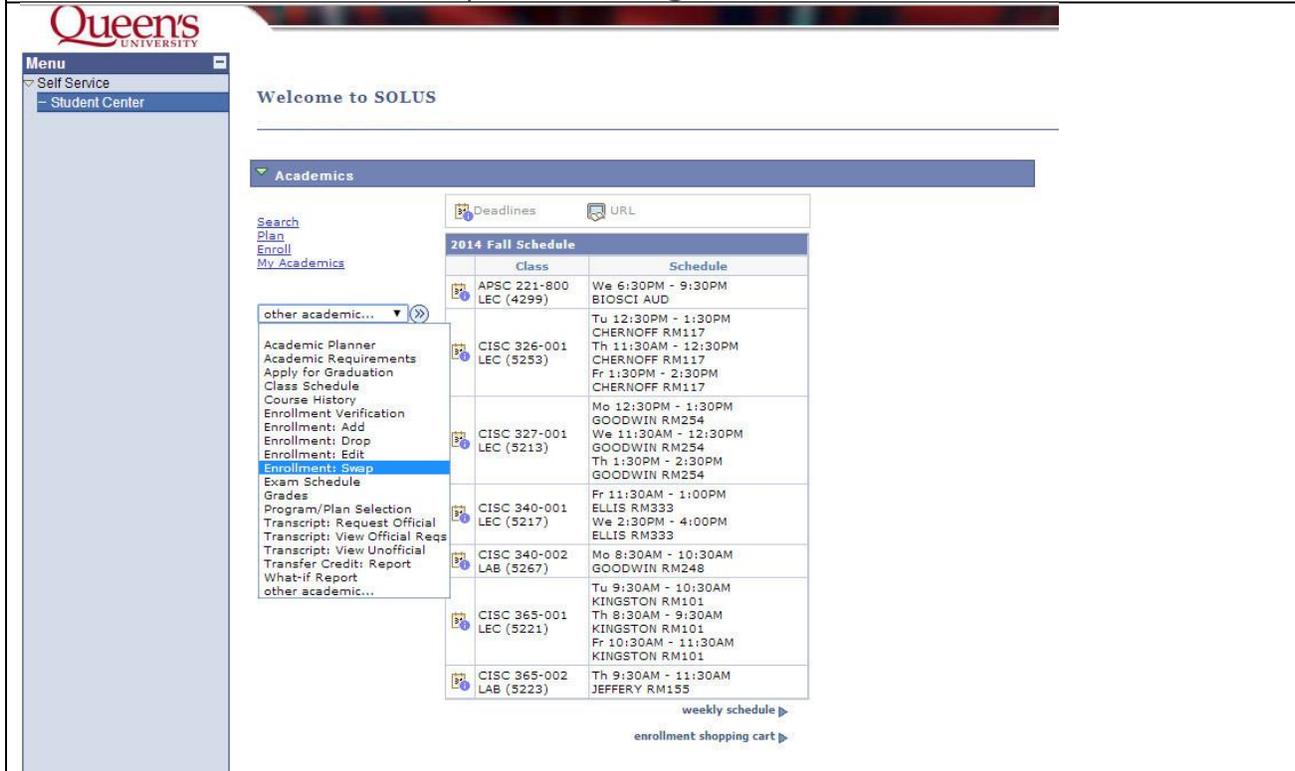


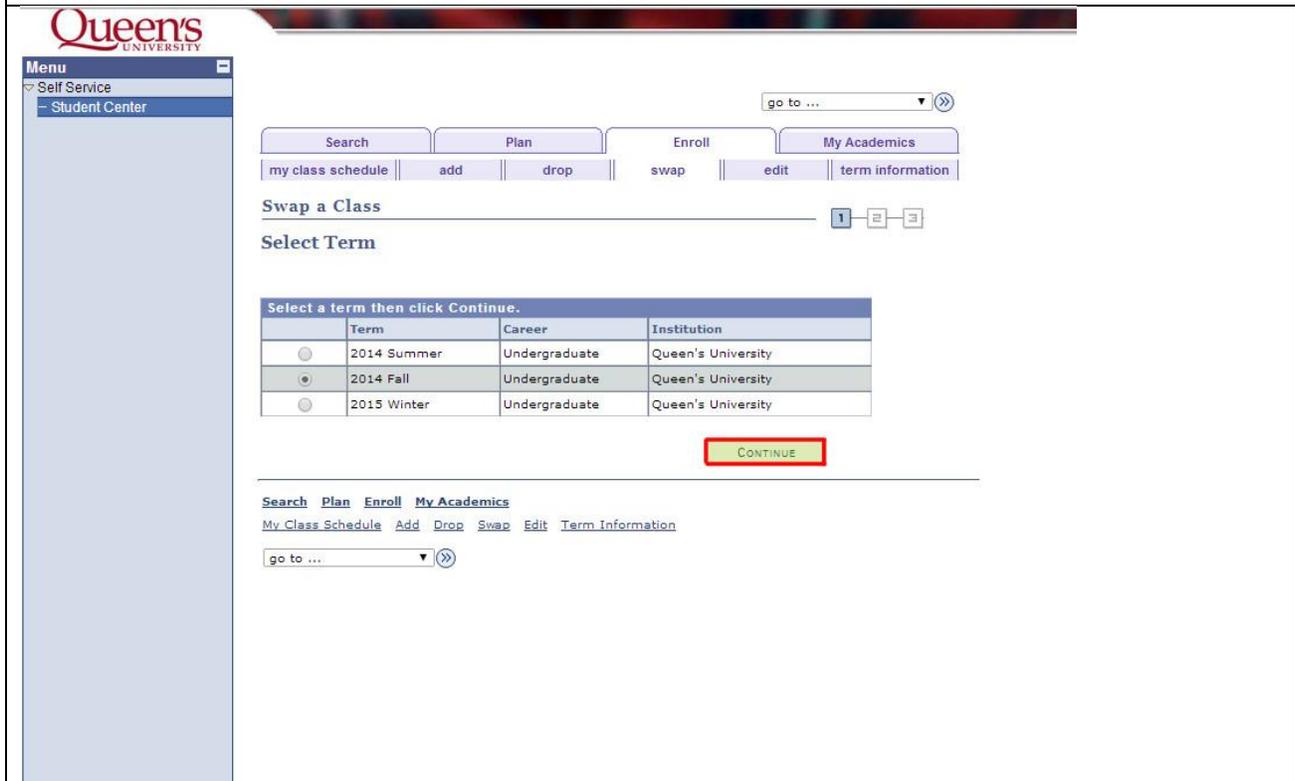
1. On the main page of SOLUS, click on the 'other academic...' dropdown box and select 'Enrollment: Swap'. Click the **go** button.



The screenshot shows the 'Academics' section of the SOLUS system. A dropdown menu titled 'other academic...' is open, with 'Enrollment: Swap' highlighted. The main content area displays the '2014 Fall Schedule' with a table of classes and their respective times and locations.

Class	Schedule
APSC 221-800 LEC (4299)	We 6:30PM - 9:30PM BIOSCI AUD
CISC 326-001 LEC (5253)	Tu 12:30PM - 1:30PM CHERNOFF RM117 Th 11:30AM - 12:30PM CHERNOFF RM117 Fr 1:30PM - 2:30PM CHERNOFF RM117
CISC 327-001 LEC (5213)	Mo 12:30PM - 1:30PM GOODWIN RM254 We 11:30AM - 12:30PM GOODWIN RM254 Th 1:30PM - 2:30PM GOODWIN RM254
CISC 340-001 LEC (5217)	Fr 11:30AM - 1:00PM ELLIS RM333 We 2:30PM - 4:00PM ELLIS RM333
CISC 340-002 LAB (5267)	Mo 8:30AM - 10:30AM GOODWIN RM248
CISC 365-001 LEC (5221)	Tu 9:30AM - 10:30AM KINGSTON RM101 Th 8:30AM - 9:30AM KINGSTON RM101 Fr 10:30AM - 11:30AM KINGSTON RM101
CISC 365-002 LAB (5223)	Th 9:30AM - 11:30AM JEFFERY RM155

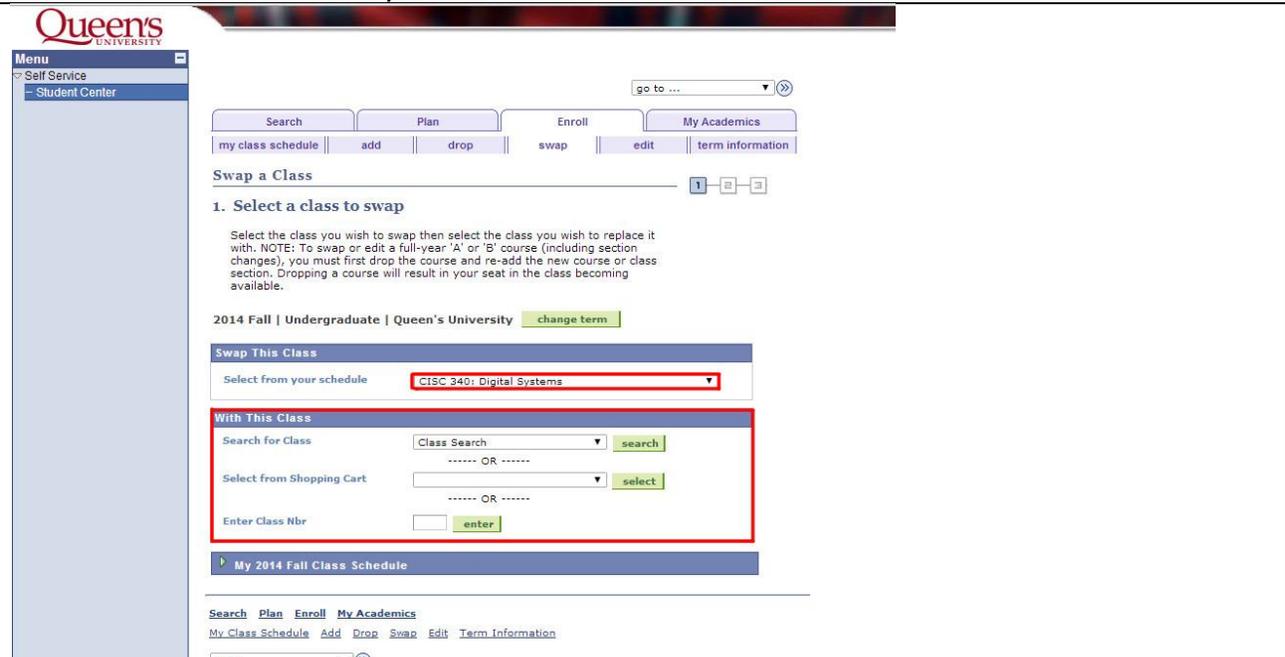
2. Select the desired term and click '**Continue**'.



The screenshot shows the 'Swap a Class' page. The 'Select Term' section contains a table with three rows. The '2014 Fall' row is selected, indicated by a radio button and a grey background. A red box highlights the 'CONTINUE' button below the table.

Term	Career	Institution
<input type="radio"/> 2014 Summer	Undergraduate	Queen's University
<input checked="" type="radio"/> 2014 Fall	Undergraduate	Queen's University
<input type="radio"/> 2015 Winter	Undergraduate	Queen's University

3. Select the class you wish to remove from your schedule, then either search for a new course, select one from your shopping cart, or enter class number into the lower box to replace that class with.



Queen's UNIVERSITY

Menu
Self Service
Student Center

go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || 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. NOTE: To swap or edit a full-year 'A' or 'B' course (including section changes), you must first drop the course and re-add the new course or class section. Dropping a course will result in your seat in the class becoming available.

2014 Fall | Undergraduate | Queen's University [change term](#)

Swap This Class

Select from your schedule **CISC 340: Digital Systems**

With This Class

Search for Class Class Search

----- OR -----

Select from Shopping Cart

----- OR -----

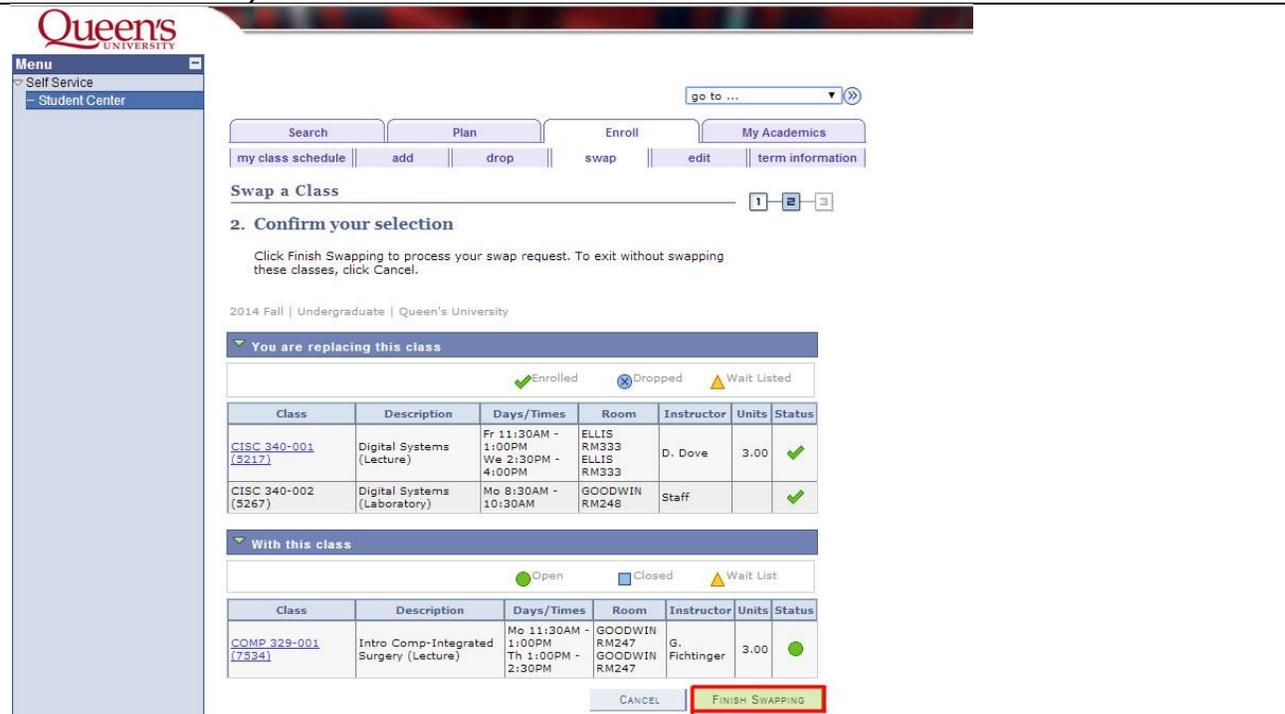
Enter Class Nbr

My 2014 Fall Class Schedule

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

4. Once you've selected a class, you will be asked to confirm your choice. Click '**Finish Swapping**' to continue and if successful, the first course will be removed from your schedule and the second one added.



Queen's UNIVERSITY

Menu
Self Service
Student Center

go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Swap a Class

2. Confirm your selection

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

2014 Fall | Undergraduate | Queen's University

You are replacing this class

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
CISC 340-001 (5217)	Digital Systems (Lecture)	Fr 11:30AM - 1:00PM We 2:30PM - 4:00PM	ELLIS RM333 ELLIS RM333	D. Dove	3.00	✓
CISC 340-002 (5267)	Digital Systems (Laboratory)	Mo 8:30AM - 10:30AM	GOODWIN RM248	Staff		✓

With this class

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
COMP 329-001 (7534)	Intro Comp-Integrated Surgery (Lecture)	Mo 11:30AM - 1:00PM Th 1:00PM - 2:30PM	GOODWIN RM247 GOODWIN RM247	G. Fichtinger	3.00	●

CANCEL **FINISH SWAPPING**