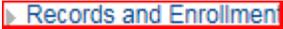
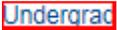


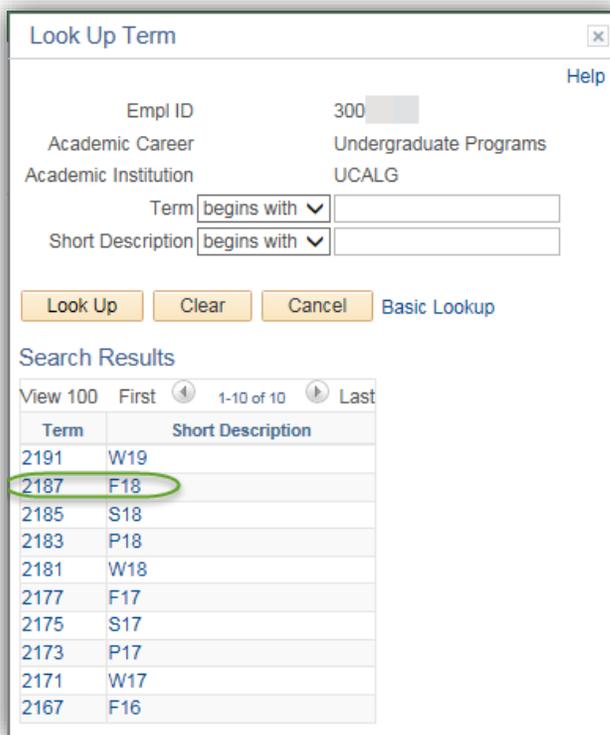
The following explains how the Quick Enroll function enables staff to switch one class for another class on behalf of the student. This is referred to as "swapping" classes.

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

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

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

4. Enter the student's ID number. *For FOIP reasons some information will not be displayed.* Click the **Look up Academic Career** button.
5. Click the **Undergrad** link.  

6. Click the **Look up Term** button.  

7. Any previous, current and future terms will be listed. Select the applicable term **2187 F18** (e.g. Fall 2018).



**Look Up Term** Help

Empl ID 300  
Academic Career Undergraduate Programs  
Academic Institution UCALG  
Term begins with  
Short Description begins with

**Look Up** **Clear** **Cancel** Basic Lookup

**Search Results**

View 100 First 1-10 of 10 Last

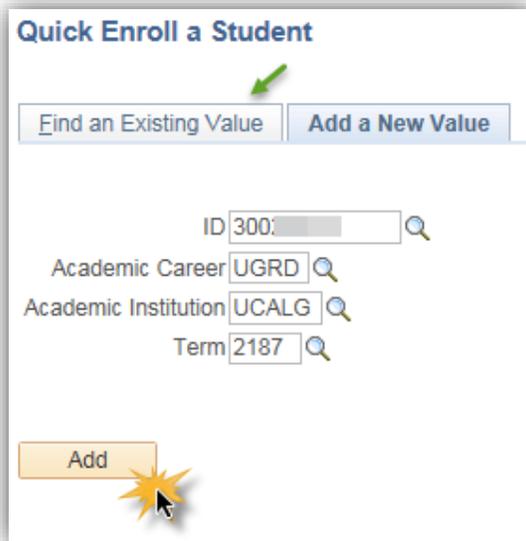
Term	Short Description
2191	W19
2187	F18
2185	S18
2183	P18
2181	W18
2177	F17
2175	S17
2173	P17
2171	W17
2167	F16

# Swap Classes on Students Behalf

SA – Registration

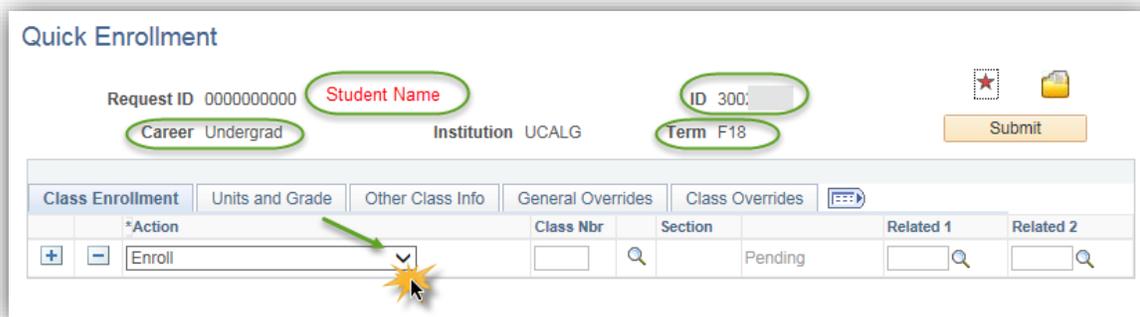
8. **Note:** Once a successful action has been processed, use **Find an Existing Value** to look up and existing Enrolment Request ID. Make sure to click View All link, if displayed, to ensure you see all the actions for this Enrolment Request ID. You may also add a new row to perform another action. Click the **Add** button.

Add



The screenshot shows the 'Quick Enroll a Student' form. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are search fields for 'ID 300:', 'Academic Career UGRD', 'Academic Institution UCALG', and 'Term 2187'. At the bottom left, there is an 'Add' button with a mouse cursor clicking it.

9. On Quick Enrolment the student information will display; name, ID, career and term. Click the **Action** list.



The screenshot shows the 'Quick Enrollment' form. It displays student information: Request ID 000000000, Student Name, Career Undergrad, Institution UCALG, ID 300, and Term F18. There is a 'Submit' button. Below the form is a table with columns: Class Enrollment, Units and Grade, Other Class Info, General Overrides, Class Overrides, Related 1, and Related 2. The 'Class Enrollment' column has a dropdown menu with 'Enroll' selected. A mouse cursor is clicking the dropdown arrow.

10. A list of actions display, click the **Swap Courses** list item.

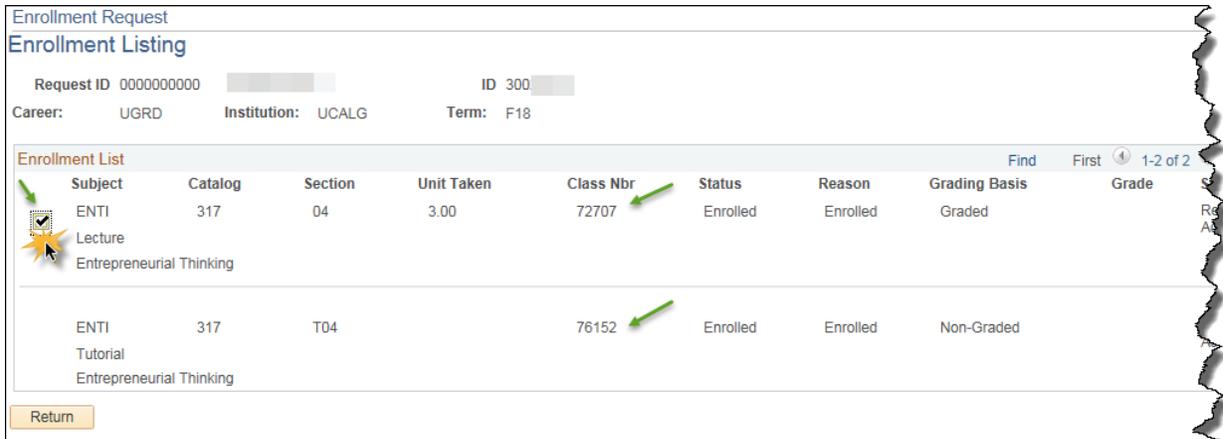


The screenshot shows a list of actions: Add Grade, Change Grade, Change Wait List Position, Drop, Drop to Wait List, Enroll, Normal Maintenance, Remove Grade, and Swap Courses. The 'Swap Courses' item is circled in green, and a green arrow points to it.

- Click the Look up tool for the class number the student is already enrolled in. Click the **Search** button.



- For this example the student is enrolled in class 72707 (ENTI 317 Lecture 04) as well as 76152 (Tutorial 04). **Uncheck** the Enrollment List checkbox the student wishes to swap from. Click the **Enrollment Select** button.



Enrollment Request  
Enrollment Listing

Request ID: 0000000000      ID: 300

Career: UGRD      Institution: UCALG      Term: F18

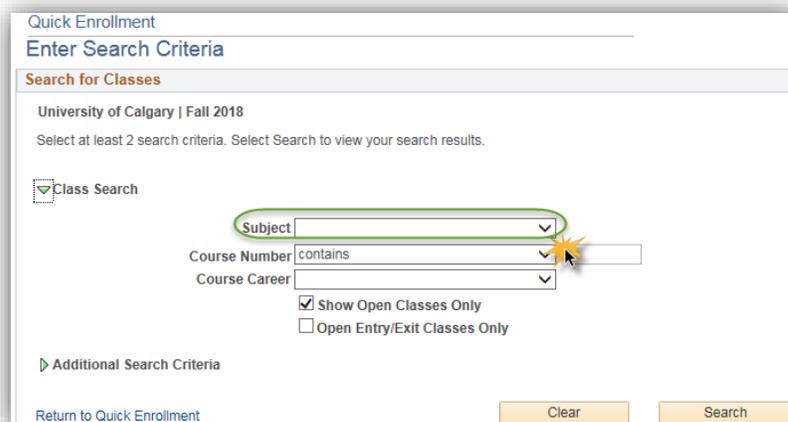
Subject	Catalog	Section	Unit Taken	Class Nbr	Status	Reason	Grading Basis	Grade
ENTI Lecture Entrepreneurial Thinking	317	04	3.00	72707	Enrolled	Enrolled	Graded	
ENTI Tutorial Entrepreneurial Thinking	317	T04		76152	Enrolled	Enrolled	Non-Graded	

Return

- The class number selected (swapping from) displays. Click the **Change To** Look up for the class the student wishes to change to (swap for). Click the **Enter Search Criteria** button.



- Search for Classes displays. To search for a specific class click on the subject list for a complete list. Click the **Subject** list.



Quick Enrollment  
Enter Search Criteria

Search for Classes

University of Calgary | Fall 2018  
Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject: [Dropdown Menu]

Course Number: contains [Dropdown Menu]

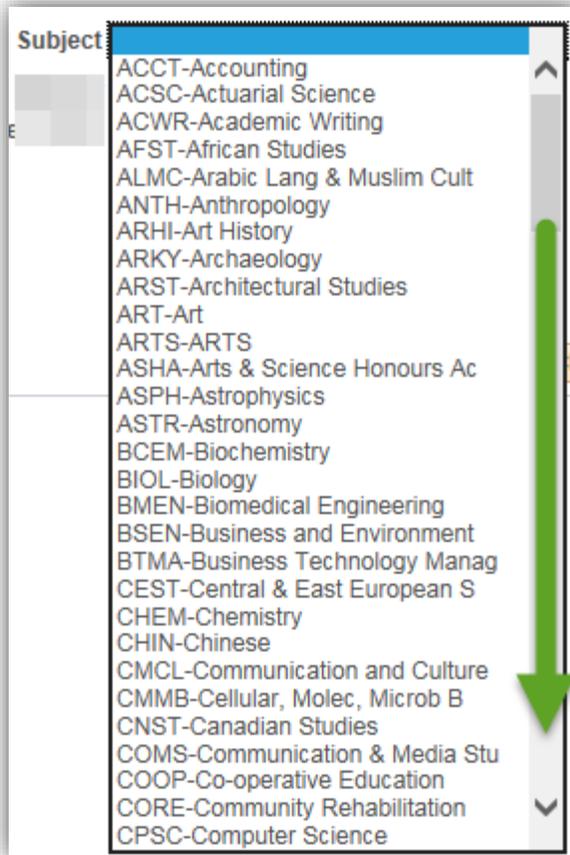
Course Career: [Dropdown Menu]

Show Open Classes Only  
 Open Entry/Exit Classes Only

Additional Search Criteria

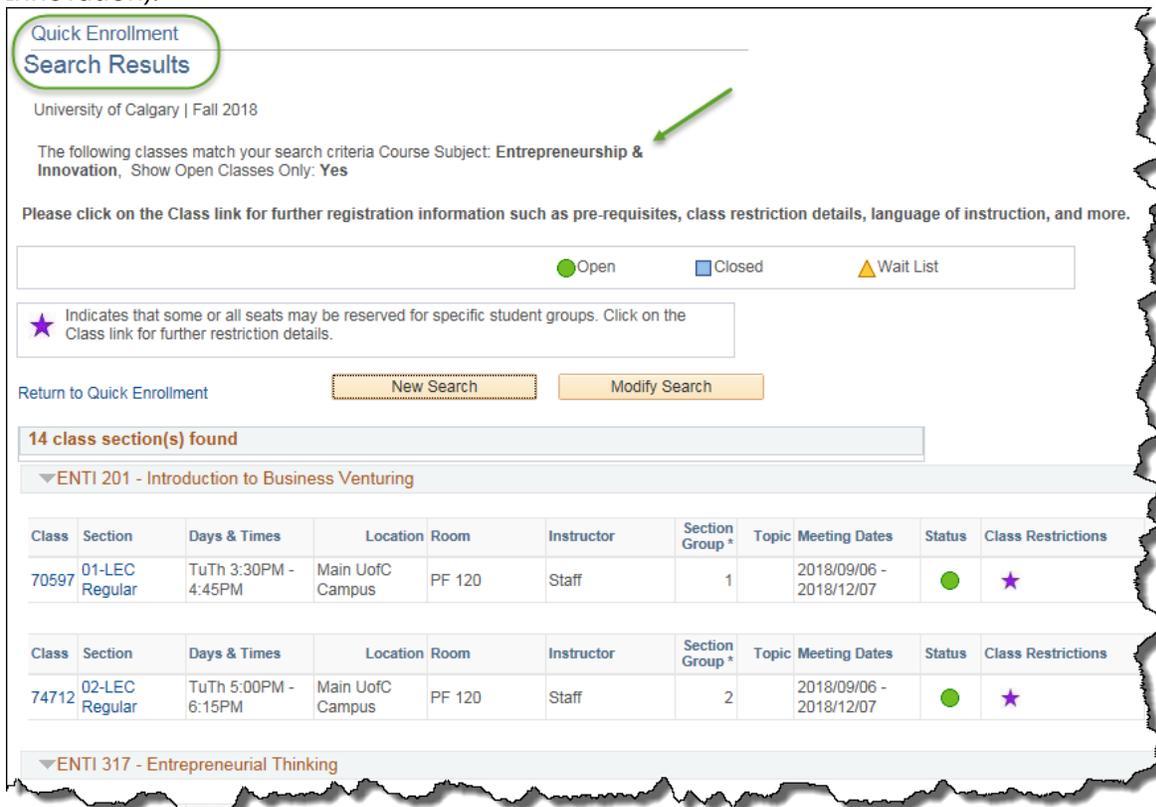
Return to Quick Enrollment      Clear      Search

15. An alphabetical list of subjects display. To narrow searching, type the first letter of the subject (e.g. "e" for Entrepreneurship & Innov). You can also scroll down the list.



16. After selecting the applicable subject, click the **Search** button.

17. Search Results display based on the search criteria entered (e.g. Entrepreneurship & Innovation).



Quick Enrollment  
**Search Results**

University of Calgary | Fall 2018

The following classes match your search criteria Course Subject: **Entrepreneurship & Innovation**, Show Open Classes Only: **Yes**

Please click on the **Class** link for further registration information such as pre-requisites, class restriction details, language of instruction, and more.

Open
  Closed
  Wait List

☆ Indicates that some or all seats may be reserved for specific student groups. Click on the Class link for further restriction details.

[Return to Quick Enrollment](#)

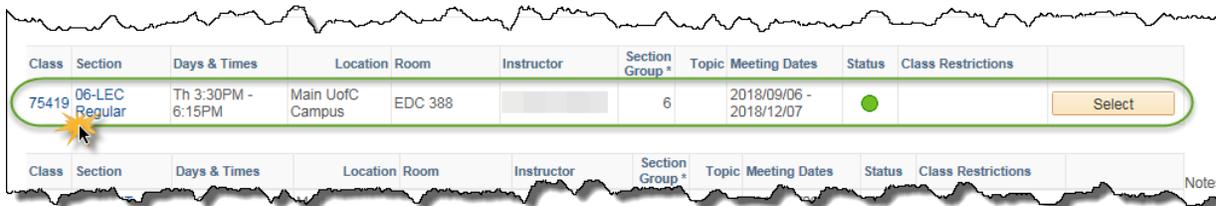
**14 class section(s) found**

▼ **ENTI 201 - Introduction to Business Venturing**

Class	Section	Days & Times	Location	Room	Instructor	Section Group *	Topic	Meeting Dates	Status	Class Restrictions
70597	01-LEC Regular	TuTh 3:30PM - 4:45PM	Main UofC Campus	PF 120	Staff	1		2018/09/06 - 2018/12/07	●	☆
74712	02-LEC Regular	TuTh 5:00PM - 6:15PM	Main UofC Campus	PF 120	Staff	2		2018/09/06 - 2018/12/07	●	☆

▼ **ENTI 317 - Entrepreneurial Thinking**

18. Scroll to the desired course (e.g. 75419 (Lecture 06)). Click on the class ID for additional details. Click the **75419** link.



Class	Section	Days & Times	Location	Room	Instructor	Section Group *	Topic	Meeting Dates	Status	Class Restrictions
<b>75419</b>	06-LEC Regular	Th 3:30PM - 6:15PM	Main UofC Campus	EDC 388		6		2018/09/06 - 2018/12/07	●	

- Review the information in the class details, specifically the Enrollment Information; otherwise errors may be generated if swapping for a course they may not have the prerequisites for. Additional information regarding class availability, description including additional prerequisites, etc. can be reviewed. Scroll to the bottom and click the **Select Class** button.

Select Class

**Quick Enrollment**

**Class Detail**

ENTI 317 - 06 Entrepreneurial Thinking  
University of Calgary | Fall 2018 | Lecture

Class Details	
<b>Status</b> Open <span style="color: green;">●</span>	<b>Course ID</b> 162604
<b>Class Number</b> 75419	<b>Offer Nbr</b> 1
<b>Session</b> Regular Academic	<b>Career</b> Undergraduate Programs
<b>Units</b> 3 units	<b>Dates</b> 2018/9/6 - 2018/12/7
<b>Class Components</b> Lecture Required, Tutorial Required	<b>Grading</b> Graded
	<b>Location</b> Main UofC Campus
	<b>Campus</b> University of Calgary

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
Th 3:30PM - 6:15PM	EDC 388		2018/09/06 - 2018/12/07

**Enrollment Information**

**Enrollment Requirements** Prerequisite(s): Admission to the Haskayne School of Business, Management Studies 217 and Strategy and Global Management 217. (Please see University Calendar for more description.)

**Class Attributes** Half-Course  
GFC Hours (3-3T)

Class Availability			
<b>Class Capacity</b>	60	<b>Wait List Capacity</b>	10
<b>Enrollment Total</b>	52	<b>Wait List Total</b>	0
<b>Available Seats</b>	8		

**Description**

Leaders in today's business environment are challenged to think entrepreneurially to seek

- The Quick Enrolment allows you to select any related components (e.g. lab or tutorial) required for enrolment. Click the **Look up Related 1** button.

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides		Related 1	Related 2
	*Action	Class Nbr	Change To		Section	Pending		
+	-	Swap Courses	72707	75419	ENTI 317	06		

21. For this example the related tutorial can also be selected. Click anywhere on the link.

Look Up Related 1
✕

[Help](#)

### Search Results

View 100
First ◀ 1 of 1 ▶ Last

Academic Institution	Term	Class Nbr	Related Class Nbr	Subject Area	Catalog Nbr	Session	Course Component	Class Section
UCALG	2187	75419	76154	ENTI	317	Regular	Tutorial	T06

22. Once the class numbers have been selected for the swap, including any related components you can submit the quick enrolment request. Click the **Submit** button.

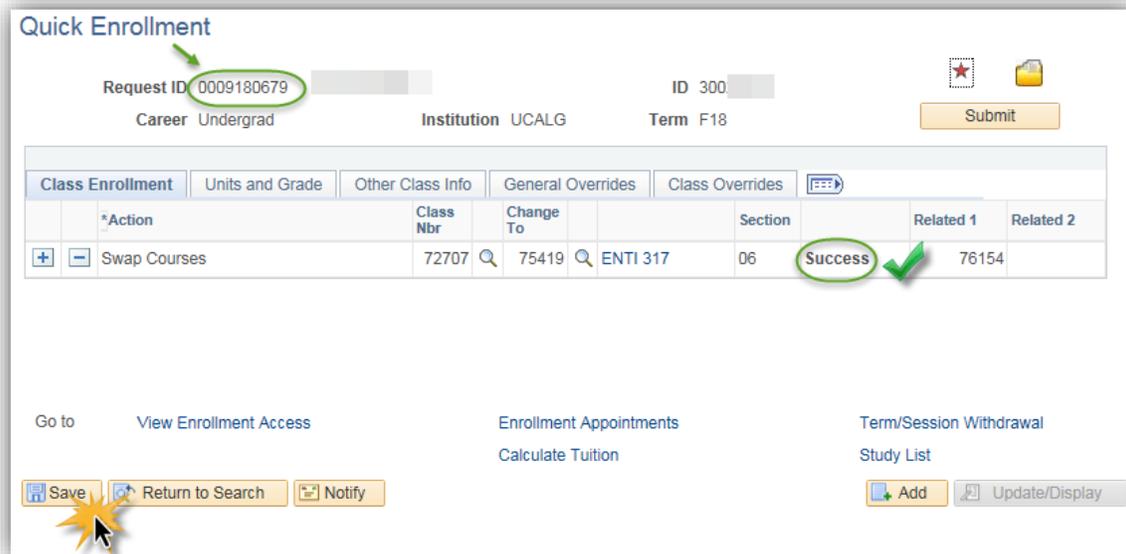
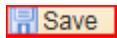
Request ID 0000000000
ID 300

Career Undergrad
Institution UCALG
Term F18

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

*Action	Class Nbr	Change To	Section	Related 1	Related 2
<input type="button" value="+"/> <input type="button" value="-"/> Swap Courses	72707	75419	06	76154	

23. When the save is successful a **Request ID number** displays and **Success** is visible. If Error displays, click on it to investigate the error. Click the **Save** button.



Quick Enrollment

Request ID 0009180679 ID 300  
Career Undergrad Institution UCALG Term F18

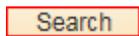
Submit

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides		Related 1	Related 2
*Action	Class Nbr	Change To	Section				
+ - Swap Courses	72707	75419 ENTI 317	06	Success		76154	

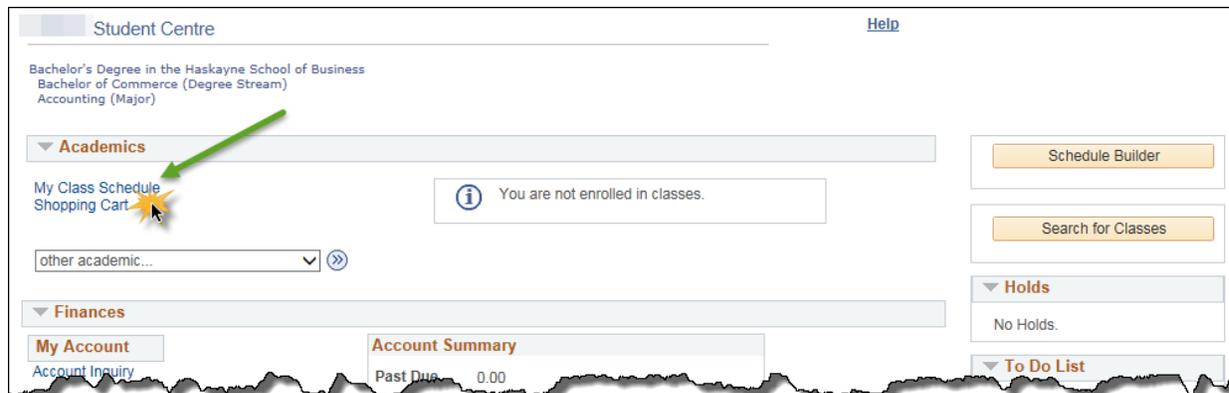
Go to View Enrollment Access Enrollment Appointments Term/Session Withdrawal Calculate Tuition Study List

Save Return to Search Notify Add Update/Display

24. To confirm the swap in the Student Centre navigate to **Campus Community > Student Services Centre**, enter the Student ID number if necessary and press Enter or Search. Click the **Search** button.



25. Navigate to the applicable class schedule (e.g. Fall 2018). Click the **My Class Schedule** link.



Student Centre Help

Bachelor's Degree in the Haskayne School of Business  
Bachelor of Commerce (Degree Stream)  
Accounting (Major)

Academics

My Class Schedule Shopping Cart

You are not enrolled in classes.

other academic... >>

Finances

My Account Account Inquiry

Account Summary Past Due 0.00

Schedule Builder

Search for Classes

Holds No Holds.

To Do List

26. Select the applicable term to display the schedule to confirm the classes have been swapped. For example, click the **Fall 2018** option.

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Spring 2018	Undergraduate Programs	University of Calgary
<input type="radio"/> Summer 2018	Undergraduate Programs	University of Calgary
<input checked="" type="radio"/> Fall 2018	Undergraduate Programs	University of Calgary
<input type="radio"/> Winter 2019	Undergraduate Programs	University of Calgary

27. Click the **Continue** button.

28. Note the two additional classes will be displayed; 75419 Lecture 06 and 76154 Tutorial T06 display correctly for ENTI 317.

Select Display Option  List View  Weekly Calendar View

Term Load Part-Time Warning: [Click here for Term Load Implications](#)

Fall 2018 | Undergraduate Programs | University of Calgary

**Class Schedule Filter Options**

Show Enrolled Classes

Show Dropped Classes

Show Waitlisted Classes

**ENTI 317 - Entrepreneurial Thinking**

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Graded		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	URL
75419	06	Lecture	Th 3:30PM - 6:15PM	EDC 388		2018/09/06 - 2018/12/07	
76154	T06	Tutorial	Tu 6:30PM - 9:15PM	MFH 164	Staff	2018/09/06 - 2018/12/07	

For the corresponding online learning, consult [www.ucalgary.ca/ittraining](http://www.ucalgary.ca/ittraining).

**End of Procedure.**