

Student Self Service: Add/Swap Classes

Student Aid

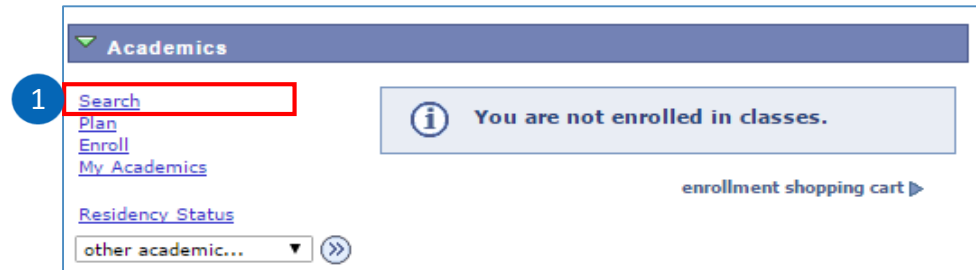
Summary	This student aid provides students and prospective students how to search for, add, and swap classes
Audience:	Students
Training Material	Student Aid
Contact:	http://mdconnectinfo.mdc.edu/students/
Version Date:	7/12/16

Academics: Searching for/Adding Classes

Step 1: From the Student Self Service landing page navigate to the Academics section. Click the **1 Search** link OR **Search For Classes** button. The **Search For Classes** page appears which allows you to search for classes by **2** Subject, Course Number, Campus, and/or Location. You can also search for classes by selecting the **Browse Course Catalog** tab

Step 2: Write down the class number for the class you want to enroll

Note: It's important to navigate using the breadcrumb path located at the top of MDConnect. If you have entered data in the system, MDConnect will prompt you to save your changes before navigating away from the webpage. Important reminder: **DO NOT** use the back arrow button on the internet browser



You can search classes by one or more search criteria – for example, you can search by location only

Academics: Searching for/Adding Classes (Contd.)

Step 3: Navigate to Enroll from the Academics section. **1** Click the **Enroll** link OR **Enroll** button. **2** The **Select Classes to Add** page appears. You can Add, Drop, Swap, or edit classes. You can also View Term Information

Step 4: Enter the class number in the **3** **Enter Class Nbr** field in your cart

Note: Once you have added all your classes select **Proceed to Step 2 of 3** button to confirm classes. Once you have confirmed your classes select the **Finish Enrolling** button

The first screenshot shows the Academics section with a navigation menu. The 'Enroll' link is highlighted with a red box and a circled '1'. A message box states 'You are not enrolled in classes.' and there is a link for 'enrollment shopping cart'.

The second screenshot shows the 'Add Classes' page. The 'Enroll' button is highlighted with a red box and a circled '2'. Below the navigation, there are buttons for 'add', 'drop', 'swap', 'edit', and 'term information', all highlighted with a red box. The page title is 'Add Classes' and it includes instructions for selecting classes for another term.

The third screenshot shows the 'Add to Cart' section. The 'Enter Class Nbr' field and the 'enter' button are highlighted with a red box and a circled '3'. The 'Fall 2016 Shopping Cart' section shows 'Your enrollment shopping cart is empty.' There are also radio buttons for 'Class Search' and 'My Requirements'.

If you want to change a class you can use the swap feature (located next to the drop button)

Academics: Swapping Classes

Step 1: Navigate to Enroll from the Academics section. Click the **Enroll** link or **Enroll** button. The **Select Classes to Add** page appears. Then click the **1 swap** tab

Note: Select the class you wish to swap from the **2** dropdown menu then select the class you wish to use to replace (**3** through class search, shopping cart, or class number)

Miami Dade College

Dwayne Wade go to ...

Search Plan Enroll My Academics

my class schedule add drop **1 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.

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Swap This Class

Select from your schedule **2** STA 2023: Statistical Methods

With This Class

3 Search for Class Class Search search

----- OR -----

Select from Shopping Cart select

----- OR -----

Enter Class Nbr enter

Academics: Swapping Classes (Contd.)

Step 2: Review your selection and click

1 Finish Swapping to process your request, or click **Cancel** to exit without swapping

Step 3: View the **2** status of your request. A green check mark indicates a successful swap

A red "X" indicates that there was an error that prevented the swap to process. If there is an error, click **Fix Errors** to try to correct the problems listed or change the swap choices

Sample of errors: Time conflict; New class needs permission, etc.

Swap a Class 1-2-3

2. Confirm your selection

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

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You are replacing this class

Enrolled Dropped

Class	Description	Days/Times	Room	Instructor	Units	Status
STA 2023-0099 (8601)	Statistical Methods (Lecture)	MoWeFr 7:00PM - 8:05PM	Wolfson-Bldg 2, Room 2307-00	I. Barreiros	3.00	✓

With this class

Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
STA 2023-0018 (4932)	Statistical Methods (Lecture)	Th 7:05PM - 9:35PM	Kendall-Bldg 3, Room 3308-00	D. Ferrare	3.00	●

CANCEL **1 FINISH SWAPPING**

Swap a Class 1-2-3

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

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Success: Classes were swapped Error: Unable to swap class

Class	Message	Status
Swap STA 2023 with STA 2023	Success: This class has been replaced.	✓

2

MY CLASS SCHEDULE