



## MyCampus – Switch a Class

**Please note:** due to enrolment controls set up against some classes, you are not able to switch all classes online.

Where this is not possible you will receive the following message: “**Error:** You are already enrolled in this class. Multiple enrollment for this class is not allowed. Choose another class.” In this scenario you should drop the course and re-enrol on the classes you wish to take instead, or create a support call from MyGlasgow and a member of staff will be able to switch the class for you.

1. Go to the Switch Class Enrollment Options – Select a class to edit screen, in Enrollment

Within the Classes you are allowed to edit section select the course where classes are to be switched e.g. Sociology 1A

Click Proceed to Step 2 of 3

go to ...

Enrollment My Classes My Academic Record My Absence My Results

add by requirements add by search my choices drop courses switch class section enroll for resits

### Switch Class Enrollment Options

1 2 3

#### 1. Select a class section to edit

Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.

Academic Year 2014-15 | Undergraduate | University of Glasgow

Classes you are allowed to edit

Select from your schedule SOCIO 1009: Sociology 1A: Self & Society

PROCEED TO STEP 2 OF 3

Enrollment My Classes My Academic Record My Absence My Results

Add By Requirements Add By Search My Choices Drop Courses Switch Class Section Enroll For Resits

go to ...

2. The Switch Class Enrollment Options – Select Your Other Classes for this Course screen is displayed

Enrolled lectures and laboratories for Sociology 1A are displayed with alternative options.

Within Select Lecture section, Lecture LC01 is preselected

Within the Select Tutorial section, Tutorial TU06 is preselected

Select Tutorial TU01

Tutorial TU06 will automatically be deselected

Click Next

## Switch Class Enrollment Options

## Select Your Other Classes for this Course

Academic Year 2014-15 | Undergraduate | University of Glasgow

### SOCIO 1009 - Sociology 1A: Self & Society

[my timetable](#)

Open
  Closed
  Wait List

Select Lecture section.						
Select	Class Nbr	Section	Schedule	Session	Instructor	Status
<input checked="" type="checkbox"/>	4087	<a href="#">LC01</a>	Mo 12:00 - 13:00 Tu 12:00 - 13:00	Semester 1	Staff	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4111	<a href="#">LC02</a>	Mo 12:00 - 13:00 Tu 12:00 - 13:00	Semester 1	Staff	<input checked="" type="checkbox"/>

Select Tutorial section.						
Select	Class Nbr	Section	Schedule	Session	Instructor	Status
<input type="checkbox"/>	4088	<a href="#">TU01</a>	Mo 10:00 - 11:00	Semester 1	Staff	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4089	<a href="#">TU02</a>	Mo 10:00 - 11:00	Semester 1	Staff	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4090	<a href="#">TU03</a>	Mo 11:00 - 12:00	Semester 1	Staff	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4091	<a href="#">TU04</a>	Mo 13:00 - 14:00	Semester 1	Staff	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4092	<a href="#">TU05</a>	Mo 14:00 - 15:00	Semester 1	Staff	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4093	<a href="#">TU06</a>	Mo 14:00 - 15:00	Semester 1	Staff	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4094	<a href="#">TU07</a>	Mo 15:00 - 16:00	Semester 1	Staff	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4095	<a href="#">TU08</a>	Mo 15:00 - 16:00	Semester 1	Staff	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4096	<a href="#">TU09</a>	Mo 16:00 - 17:00	Semester 1	Staff	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4097	<a href="#">TU10</a>	Mo 16:00 - 17:00	Semester 1	Staff	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4098	<a href="#">TU11</a>	Tu 10:00 - 11:00	Semester 1	Staff	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4099	<a href="#">TU12</a>	Tu 10:00 - 11:00	Semester 1	Staff	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4100	<a href="#">TU13</a>	Tu 11:00 - 12:00	Semester 1	Staff	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4101	<a href="#">TU14</a>	Tu 11:00 - 12:00	Semester 1	Staff	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4102	<a href="#">TU15</a>	Tu 13:00 - 14:00	Semester 1	Staff	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4103	<a href="#">TU16</a>	Tu 14:00 - 15:00	Semester 1	Staff	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4104	<a href="#">TU17</a>	Tu 14:00 - 15:00	Semester 1	Staff	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4105	<a href="#">TU18</a>	Tu 15:00 - 16:00	Semester 1	Staff	<input checked="" type="checkbox"/>

- The Switch Class Enrollment Options – Confirmation of Class Selections screen is displayed

Selected Classes for Sociology 1A are displayed, including the switched classes; Tutorial TU01

Click Next

Enrollment

My Classes

My Academic Record

My Absence

My Results

add by requirements

add by search

my choices

drop courses

switch class section

enroll for resits

### Switch Class Enrollment Options

1

2

3

### Confirmation of Class Selections

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#### SOCIO 1009 - Sociology 1A: Self & Society

**Session** Semester 1

**Units** 20.00

CANCEL

PREVIOUS

NEXT

Course	From Date	To Date	Days & Times	Room	Instructor
Lecture - LC01 (4087)	22/09/2014	01/12/2014	Mo 12:00 - 13:00	JOSEPH BLACK:B419 MAIN LT	Staff
	23/09/2014	02/12/2014	Tu 12:00 - 13:00	JOSEPH BLACK:B419 MAIN LT	Staff
Tutorial - TU01 (4088)	29/09/2014	24/11/2014	Mo 10:00 - 11:00	MAIN BLD:251 COM ROOM	Staff

Enrollment

My Classes

My Academic Record

My Absence

My Results

Add By Requirements

Add By Search

My Choices

Drop Courses

Switch Class Section

Enroll For Resits

go to ...

>>

- The Switch Class Enrollment Options – Confirm your selections screen is displayed with details of the revised times for the switched classes

Click Finish Editing

Enrollment
My Classes
My Academic Record
My Absence
My Results

add by requirements
add by search
my choices
drop courses
switch class section
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### Switch Class Enrollment Options 1 2 3

#### 2. Confirm your selections

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

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Class Attribute	Original Value	New Value
<b>Tutorial Section</b>	TU06 Mo 14:00 - 15:00 SIR ALEXANDER STONE:206	TU01 Mo 10:00 - 11:00 MAIN BLD:251 COM ROOM

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Enrollment
My Classes
My Academic Record
My Absence
My Results

Add By Requirements
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Switch Class Section
Enroll For Resits

5. The Switch Class Enrollment Options – View Results screen is displayed

The switch a class process is completed

Status is displayed as Success: Class updated

The Enrollment message banner displays: Successfully completed.

Click Student Centre to return to the Student Centre Screen

go to ... >>

[Enrollment](#) [My Classes](#) [My Academic Record](#) [My Absence](#) [My Results](#)

[add by requirements](#) [add by search](#) [my choices](#) [drop courses](#) [switch class section](#) [enroll for resits](#)

### Switch Class Enrollment Options

1 2 3

### 3. View results

View the results of your enrollment request.

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✔ Success: Class updated ✘ Error: Unable to update class

Course	Message	Status
SOCIO 1009	<b>Message:</b> Successfully completed.	✔

[STUDENT CENTER](#) [VIEW MY TIMETABLE](#)

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[Enrollment](#) [My Classes](#) [My Academic Record](#) [My Absence](#) [My Results](#)

[Add By Requirements](#) [Add By Search](#) [My Choices](#) [Drop Courses](#) [Switch Class Section](#) [Enroll For Resits](#)

go to ... >>