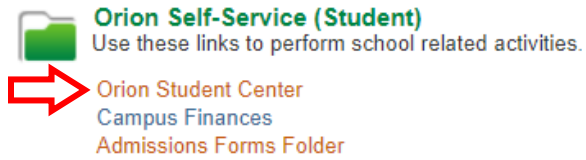


Instructions for students to swap a course

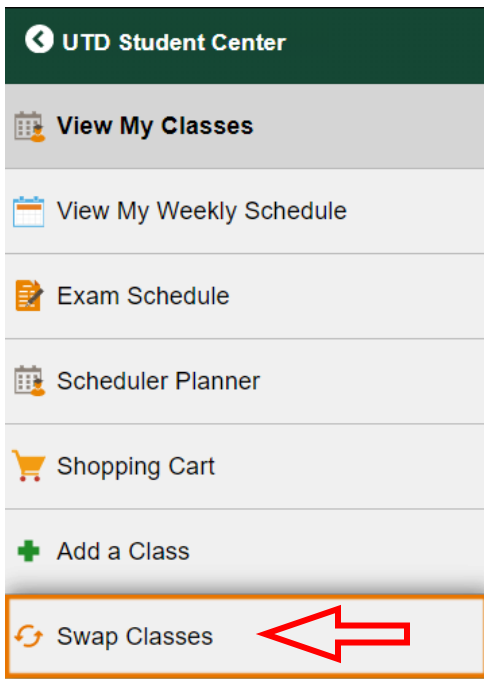
1. Log into Galaxy and select 'Orion Student Center' from your Orion Self-Service menu.



2. Select the 'Manage Classes' Tiles.



3. Select 'Swap Classes'



4. Select the term and click 'Continue'.

Swap a Class 1 2 3

Select Term

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> 2020 Summer	Undergraduate	University of Texas at Dallas
<input checked="" type="radio"/> 2020 Fall	Undergraduate	University of Texas at Dallas

5. Select which course from your schedule you want to drop in the 'Select from your schedule' dropdown box. Then, search for the course you want to swap it with by using the Class Search function or by entering the Class Nbr.

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.

2020 Fall | Undergraduate | University of Texas at Dallas

Swap This Class

Select from your schedule

With This Class

Search for Class

----- OR -----

Enter Class Nbr

- a. If you use the Class Search function, Galaxy will allow you to search for courses by subject and course number.

Swap a Class

1 2 3

Enter Search Criteria

Search for Classes

University of Texas at Dallas | 2020 Fall

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject: ACCT - Accounting

Course Number: is exactly 2301


Course Career:

Show Open Classes Only
 Open Entry/Exit Classes Only

▶ Additional Search Criteria

Return to Swap a Class

Clear Search



- b. Once you find the course you wish to enroll in, click 'Select'.

Swap a Class

1 2 3

Search Results

University of Texas at Dallas | 2020 Fall

List of Texas Common Course Numbers

My Class Schedule [Show All](#)

EE 3320 MoWe 1:00PM - 2:15PM
ECSS 2.311

Shopping Cart

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **ACCT - Accounting**, Course Number is exactly '2301', Show Open Classes Only: **Yes**

● Open ■ Closed ▲ Wait List


Return to Swap a Class

[New Search](#) [Modify Search](#)

6 class section(s) found

▼ ACCT 2301 - Introductory Financial Accounting --- TX Common Crse Nbr: ACCT 2301

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
84656	001-LEC Regular	MoWeFr 8:00AM - 8:50AM	JSOM 1.217	Venu Madhav Tatiparti	08/17/2020 - 11/25/2020	●	Select



- This screen will display the information for the course you are attempting to enroll in. Verify that this information is correct and select 'Next'.

Swap a Class 1 2 3

1. Select a class to swap - Enrollment Preferences

2020 Fall | Undergraduate | University of Texas at Dallas
ACCT 2301 - INTRO FINANCIAL ACCOUNTING

Class Preferences

ACCT 2301-001 1 LEC ● Open **Wait List** Wait list if class is full

Session Regular Academic Session **Grading** Graded - Undergraduate Courses

Career Undergraduate **Units** 3.00

Enrollment Information

- ACCT 2301 Repeat Restriction

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	1 LEC	MoWeFr 8:00AM - 8:50AM	JSOM 1.217	Venu Madhav Tatiparti	08/17/2020 - 12/03/2020

- Confirm your swap and click on 'Finish Swapping'.

Swap a Class 1 2 3

2. Confirm your selection

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

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You are replacing this class

✔ Enrolled ✘ Dropped ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
MATH 2420-005 (80632)	DIFFERENTIAL EQUATIONS W/APP (1 LEC)	TuTh 8:30AM - 9:45AM	JO 4.102	A. Paudel	4.00	✔
MATH 2420-304 (80388)	DIFFERENTIAL EQUATIONS W/APP (2 LBR)	Mo 8:00AM - 9:50AM	SCI 3.240	Staff		✔
MATH 2420-701 (80384)	DIFFERENTIAL EQUATIONS W/APP (Exam)	Mo 7:00PM - 8:15PM Mo 7:00PM - 8:15PM Mo 7:00PM - 8:15PM	ECSW 1.315 SLC 1.102 SLC 2.303	Z. Balanov		✔

With this class

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ACCT 2301-001 (84656)	INTRO FINANCIAL ACCOUNTING (1 LEC)	MoWeFr 8:00AM - 8:50AM	JSOM 1.217	V. Tatiparti	3.00	●

- You should receive a green check mark in the status field and a message that the class was successfully replaced.

Swap a Class

1 2 3

3. View results

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

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✔ Success: Classes were swapped ✘ Error: Unable to swap class

Class	Message	Status
Swap MATH 2420 with ACCT 2301	Success: This class has been replaced.	✔

[My Class Schedule](#)