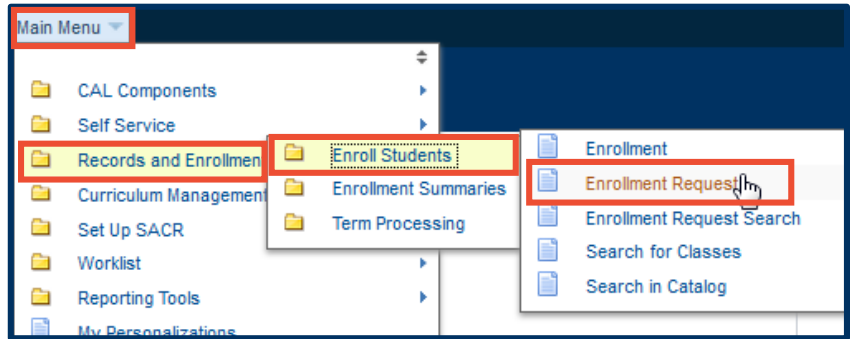


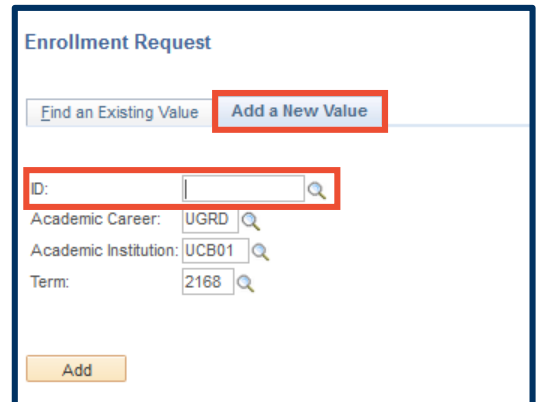
# How to Swap Sections for a Student

Use the Enrollment Request page to swap

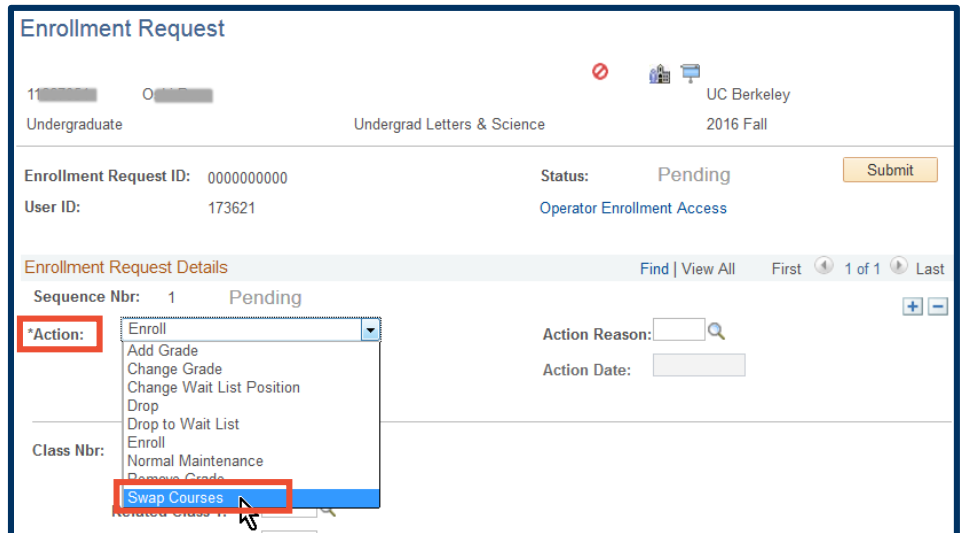
- From the **Main Menu**, navigate to:  
**Records and Enrollment >**  
**Enroll Students >**  
**Enrollment Request.**



- On the following search page, only use the **Add a New Value** tab. Enter a Student ID or use the look up table (🔍) to search for a student by name. Also enter the student's **Academic Career**, the **Academic Institution**, and the **Term**.



- Choose **Swap Courses** from the **Action** drop list.



- First, enter the **Class Nbr** for the currently enrolled Enrollment section (primary) or search for it using the look up (🔍).

The class information will appear to the right of this field when you hit the tab key or click elsewhere on this page.

Enrollment Request Details Find | View All

Sequence Nbr: 1 Pending

\*Action: Swap Courses Action Reason:

Override Action Date Action Date:

Wait List Okay

---

Class Nbr: 23342 🔍 SOCIOL 1 001 Lecture Intro To Sociology  
Regular Academic Session Undergraduate

Change To:

Related Class 1:

Related Class 2:

To **Swap Non-Enroll** sections (i.e.- switch a discussion or lab, while keeping the same lecture):

- Enter the same **Class Nbr** in the **Change To** field.
- Enter the different class number for the new **Non-Enroll** (secondary) section in the **Related Class 1** field.
- Click the **Submit** button (upper right – see image in step #3).

Enrollment Request Details Find | View All

Sequence Nbr: 1 Pending

\*Action: Swap Courses Action Reason:

Override Action Date Action Date:

Wait List Okay

---

Class Nbr: 23342 🔍 SOCIOL 1 001 Lecture Intro To Sociology  
Regular Academic Session Undergraduate

Change To: 23342 🔍 SOCIOL 1 001 Lecture Intro To Sociology  
Regular Academic Session Undergraduate

Related Class 1: 23163 🔍 107 Discussion

Related Class 2:

To **Swap Enrollment** sections (i.e.- switch a lecture section):

- Enter the new class number in the **Change To** field.
- In the **Related Class 1** field, enter the class number for the Non-Enroll section the student was already in, or you can change this section at the same time.

Enrollment Request Details Find | View All

Sequence Nbr: 1 Pending

\*Action: Swap Courses Action Reason:

Override Action Date Action Date:

Wait List Okay

---

Class Nbr: 23342 🔍 SOCIOL 1 001 Lecture Intro To Sociology  
Regular Academic Session Undergraduate

Change To: 23343 🔍 SOCIOL 1 002 Lecture Intro To Sociology  
Regular Academic Session Undergraduate

Related Class 1: 23163 🔍 107 Discussion

Related Class 2:

10. Click the **Submit** button.

The screenshot shows the 'Enrollment Request' form. At the top, it displays '11' and '0' in grey boxes, 'Undergraduate', 'Undergrad Letters & Science', and 'UC Berkeley 2016 Fall'. Below this, the 'Enrollment Request ID' is 0000000000, 'User ID' is 173621, and the 'Status' is 'Pending'. A 'Submit' button is highlighted with a red box. Below the form, there is an 'Enrollment Request Details' section with 'Sequence Nbr: 1' and 'Pending'. At the bottom, there is an '\*Action:' dropdown menu set to 'Swap Courses' and an 'Action Reason:' field.

To return to the search page to process another student, click **Enrollment Request** on the top menu bar or click the **Add** button at the bottom of the page.

The screenshot shows the top navigation menu with the following items: 'Favorites', 'Main Menu', '> Records and Enrollment', '> Enroll Students', and '> Enrollment Request'. The 'Enrollment Request' item is highlighted with a red box.

The screenshot shows the bottom navigation bar with the following buttons: 'Save', 'Return to Search', 'Notify', and 'Add'. The 'Add' button is highlighted with a red box.

### Support:

For questions or assistance, please contact SIS Production Support:

- Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)
- Call **510-664-9000** (press **option 6**)
- Submit a ticket: [https://shared-services-help.berkeley.edu/new\\_ticket/it](https://shared-services-help.berkeley.edu/new_ticket/it)