How to Swap Sections for a Student

This job aid describes how to use the Enrollment Request page to “swap” Enrollment or Non-Enroll class sections for a student.

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

2. 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.

3. Select Swap Courses from the Action drop list.
4. 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](image1)

5. Enter the same **Class Nbr** in the **Change To** field.

6. Enter the different class number for the new **Non-Enroll** (secondary) section in the **Related Class 1** field.

7. Select the **Submit** button (upper right – see image in step #3).

![Enrollment Request Details](image2)

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

8. Enter the new class number in the **Change To** field.

9. 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](image3)
10. Select the **Submit** button.

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.

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**Support:**

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)

For additional SIS resources, please visit:

- [http://sis.berkeley.edu/training](http://sis.berkeley.edu/training)