Enrollment Tips & Tricks
You can use the “other academic” pulldown menu and go directly to adding, swapping or dropping classes.

Account Summary

Your account balance is 1,532.00.

Currency used is US Dollar.
Getting the Most out of Your Class Search
ENROLLMENT TIPS & TRICKS
Enrollment Tips & Tricks (Class Search)

To be able to find the classes that you need, there are a variety of search features available to you.

You can search for CORE requirements as well as specific Engaged Learning, Honors, and Writing Intensive designations. You also search for class sections if you are in an interdisciplinary program.
As you are a new student to Loyola make sure you use the CORE 2012 search.
The CORE and Interdisciplinary values will appear based on your CORE/Intrdscpl. selection.
You can also search by Engaged Learning Categories, Honors, or Writing Intensive Designations.
Enrollment Tips & Tricks (Class Search)

If you want to see class sections that are closed as well as open, uncheck the “open classes only” checkbox.

You can also search by Meeting Times and Days of the Week
It’s a good idea to use Campus as a search criteria to make sure you choose classes in the correct location.
Enrollment Tips & Tricks (Class Search)

Finally, you can use the modify search button to further refine your criteria after searching.
Enrolling in Classes with Discussion Sections

ENROLLMENT TIPS & TRICKS
You might’ve noticed that Biology 101 has a discussion section attached to it. You can check the class notes to see which sections are available to select.

**Notes**

| Class Notes | Choose Discussion Section 002 or 003 |

**Description**

Fundamental principles of Biology including: introduction to the scientific method; basic biological chemistry; cell structure and function; energy transformations; mechanisms of cell communication; cellular reproduction; and principles of genetics.

Outcome: Students will be able to demonstrate understanding of the historical foundations, methodologies employed, general architecture and functioning of the cell - the basic unit of life.
When you add the class to the shopping cart, you are prompted to select a discussion section. Both sections will be added to your schedule when you finish enrolling.

1. Select classes to add - Related Class Sections

   Fall 2012 | Undergraduate | Loyola University Chicago
   
   BIOL 101 - General Biology I
   Lecture selected: Section 004
   TuTh 8:30AM - 9:45AM Crown Center - Auditorium

   Select Discussion section (Required):

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Section</th>
<th>Schedule</th>
<th>Room</th>
<th>Instructor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1569</td>
<td>003</td>
<td>Th 12:00AM - 12:10AM</td>
<td>Life Science Building - Room 142</td>
<td>D. Castignetti</td>
<td></td>
</tr>
<tr>
<td>1570</td>
<td>004</td>
<td>Th 12:00AM - 12:10AM</td>
<td>TBA</td>
<td>D. Castignetti</td>
<td></td>
</tr>
</tbody>
</table>
Enrollment Tips & Tricks
(Discussion Sections)

If you want to change the discussion section linked to the lecture section, you can use the “edit” feature.
Swapping and Dropping

ENROLLMENT TIPS & TRICKS
Enrollment Tips & Tricks
(Swapping and Dropping)

If you wish to change class sections after you have successfully enrolled in classes, it is advisable to swap if at all possible.

The benefit of swapping is that if, for some reason, you aren’t able to get into your desired class you will retain your current seat.

Dropping instantly removes you from the class section in which you are currently enrolled.
Enrollment Tips & Tricks
(Swapping and Dropping)

To swap, go to the other academic pulldown menu and select “Enrollment: Swap” and click the go icon. (»)
Enrollment Tips & Tricks
(Swapping and Dropping)

You can swap a currently enrolled class with another class section you find through Class Search, select a class from your shopping cart, or enter the 4-5 digit class number.

Swap a Class
1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Fall 2012 | Undergraduate | Loyola University Chicago

Swap This Class

| Select from your schedule | PSYC 101: General Psychology |

With This Class

<table>
<thead>
<tr>
<th>Search for Class</th>
<th>Class Search</th>
<th>search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select from Shopping Cart</td>
<td>BIOL 111-001 LAB (3608)</td>
<td>select</td>
</tr>
<tr>
<td>Enter Class Nbr</td>
<td>enter</td>
<td></td>
</tr>
</tbody>
</table>
Confirm your selection and click “Finish Swapping”.

### Swap a Class

#### 2. Confirm your selection

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

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**Fall 2012 | Undergraduate | Loyola University Chicago**

### You are replacing this class

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 101-001 (1346)</td>
<td>General Psychology (Lecture)</td>
<td>MoWeFr 8:15AM - 9:05AM</td>
<td>Crown Center - Auditorium</td>
<td>J. Fiebig</td>
<td>3.00</td>
<td>✔️</td>
</tr>
</tbody>
</table>

### With this class

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 111-001 (3608)</td>
<td>General Biology I Lab (Laboratory)</td>
<td>Tu 8:30AM - 11:15AM</td>
<td>Life Science Building-Room 117</td>
<td>Staff</td>
<td>1.00</td>
<td>✗</td>
</tr>
</tbody>
</table>

[Button] [Cancel] [Finish Swapping]
To drop a class, go to “Enrollment: Drop” from the other academic pull down menu.
Click the checkbox next to the class you wish to drop and click the “Drop Selected Classes” button.