

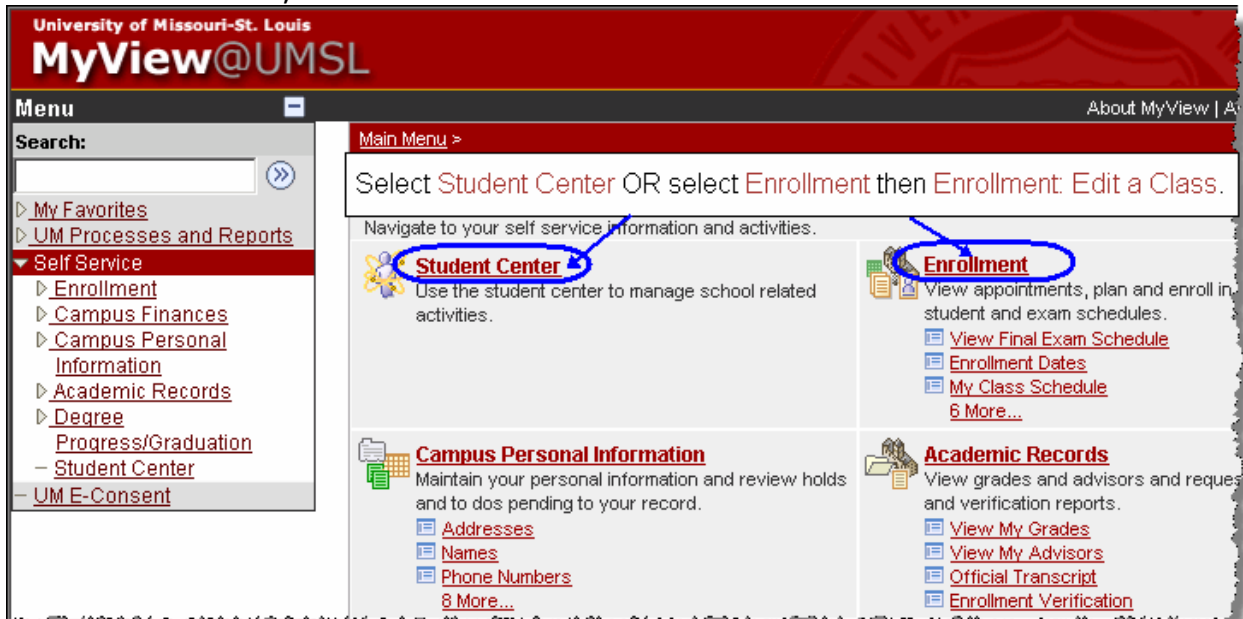
MyView

Swap a Class Section Edit Your Schedule in MyView

1. Login to MyView at <http://myview.umsl.edu>.
Click on the **Self Service** menu option.



2. Click on the **Student Center** menu.
OR an alternate path would be to click on Enrollment and then from the Enrollment menu, click on Enrollment: Edit a Class



MyView

3. On your Student Center page, in the Academics section, click the **My Class Schedule** link.
4. Click the **"edit"** tab.
5. On the "edit" tab, **select the term** and then click the **Continue** button.

my class schedule class search add drop swap **edit**

Edit Class Enrollment Options 1 2 3

Select Term

Select a Term then click Continue.

Continue

Term	Career	Institution
<input type="radio"/> 2008 Summer Semester	Undergraduate	Univ of Missouri - St. Louis
<input checked="" type="radio"/> 2008 Fall Semester	Undergraduate	Univ of Missouri - St. Louis

6. Select the class you want to swap and click the **Proceed to Step 2 of 3** button.

my class schedule class search add drop swap **edit**

Edit Class Enrollment Options 1 2 3

1. Select A Class To Edit

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

2008 Fall Semester | Undergraduate | Univ of Missouri - St. Louis Change Term

Classes you are allowed to edit

Select from your schedule

CHEM 1111: Introductory Chemistry I

Proceed to Step 2 of 3

7. The Select a Class to Edit – Related Class Section page will display. Select the section you would like to switch to by clicking in the circle to the left of the Class Nbr.

[my class schedule](#) [class search](#) [add](#) [drop](#) [swap](#) [edit](#)

Edit Class Enrollment Options

1 2 3

1. Select A Class To Edit - Related Class Section

2008 Fall Semester | Undergraduate | Univ of Missouri - St. Louis

CHEM 1111 - Introductory Chemistry I

Laboratory selected: Section 001
Tu 11:00AM - 2:00PM Benton Hall -00309

Open Closed Wait List

Select Lecture section (Required):

Class Nbr	Section	Schedule	Location	Instructor	Status
<input checked="" type="radio"/> 10681	00A	TuTh 9:30AM - 10:45AM	Benton Hall - 00102	V. D'Souza	<input checked="" type="radio"/>

[View All Sections](#) First 1 of 1 Last

Select Recitation/Seminar/Discussion section (Required):

Class Nbr	Section	Schedule	Location	Instructor	Status
<input type="radio"/> 10683	0A1	Th 11:00AM - 12:15PM	Benton Hall - 00241	V. D'Souza	<input checked="" type="radio"/>
<input type="radio"/> 10684	0A2	Th 11:00AM - 12:15PM	Benton Hall - 00243	V. D'Souza	<input checked="" type="radio"/>
<input type="radio"/> 10685	0A3	Tu 11:00AM - 12:15PM	Benton Hall - 00241	V. D'Souza	<input checked="" type="radio"/>
<input checked="" type="radio"/> 10686	0A4	Th 2:00PM - 3:15PM	Benton Hall - 00241	V. D'Souza	<input checked="" type="radio"/>
<input type="radio"/> 10687	0A5	Th 2:00PM - 3:15PM	Benton Hall - 00243	V. D'Souza	<input checked="" type="radio"/>

[View All Sections](#) First 1-5 of 7 Last

Click here to view additional rows.

8. Click the **Next** button.

Select Recitation/Seminar/Discussion section (Required):

Class Nbr	Section	Schedule	Location	Instructor	Status
<input checked="" type="radio"/> 10688	0A6	Tu 2:00PM - 3:15PM	Benton Hall - 00241	V. D'Souza	<input checked="" type="radio"/>
<input type="radio"/> 10689	0A7	Tu 2:00PM - 3:15PM	Benton Hall - 00243	V. D'Souza	<input checked="" type="radio"/>

[View All Sections](#) First 6-7 of 7 Last

9. The Select a Class to Edit – Enrollment Preference page will display. Click the **Next** button.

my class schedule
class search
add
drop
swap
edit

Edit Class Enrollment Options

1
2
3

1. Select A Class To Edit - Enrollment Preference

2008 Fall Semester | Undergraduate | Univ of Missouri - St. Louis

CHEM 1111 - Introductory Chemistry I

Class Preferences

CHEM 1111-001	Laboratory ● Open	Grading	Graded
CHEM 1111-00A	Lecture ● Open	Units	5.00
CHEM 1111-0A6	RSD ● Open		

Session Regular Academic Session
Career Undergraduate

Enrollment Information

- Freshman & Sophomore Level
- College of Arts & Sciences

Cancel
Previous
Next

Section	Component	Days & Times	Location	Instructor	Start/End Date
001	Laboratory	Tu 11:00AM - 2:00PM	Benton Hall - 00309	Valerian D'Souza	8/18/2008 - 12/6/2008
00A	Lecture	TuTh 9:30AM - 10:45AM	Benton Hall - 00102	Valerian D'Souza	8/18/2008 - 12/6/2008
0A6	RSD	Tu 2:00PM - 3:15PM	Benton Hall - 00241	Valerian D'Souza	8/18/2008 - 12/6/2008

NOTES

Class Notes Students Enrolling In Laboratory Sections Will Automatically Be Placed In The Lecture And The Corresponding Discussion

10. The Confirm Your Selections page will display. Click the **Finish Editing** button.

[my class schedule](#) [class search](#) [add](#) [drop](#) [swap](#) [edit](#)

Edit 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.

2008 Fall Semester | Undergraduate | Univ of Missouri - St. Louis

Class Attribute	Original Value	New Value
RSD Section	0A4 Th 2:00PM - 3:15PM Benton Hall -00241	0A6 Tu 2:00PM - 3:15PM Benton Hall -00241

11. The View Results page will display. Verify that your enrollment request to swap sections was successful then click the My Class Schedule button to view the changes on your schedule.

[my class schedule](#) [class search](#) [add](#) [drop](#) [swap](#) [edit](#)

Edit Class Enrollment Options

1 2 3

3. View Results

View the results of your enrollment request. Click fix errors to try and correct the problems listed below.

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✓ Success: Class updated ✗ Error: Unable to update class

Class	Message	Status
CHEM 1111	Success: This class has been updated.	✓