

ONE.UF: SWAP A CLASS

This instruction guide will walk you through the process a student goes through in order to swap classes in ONE.UF.

NAVIGATION

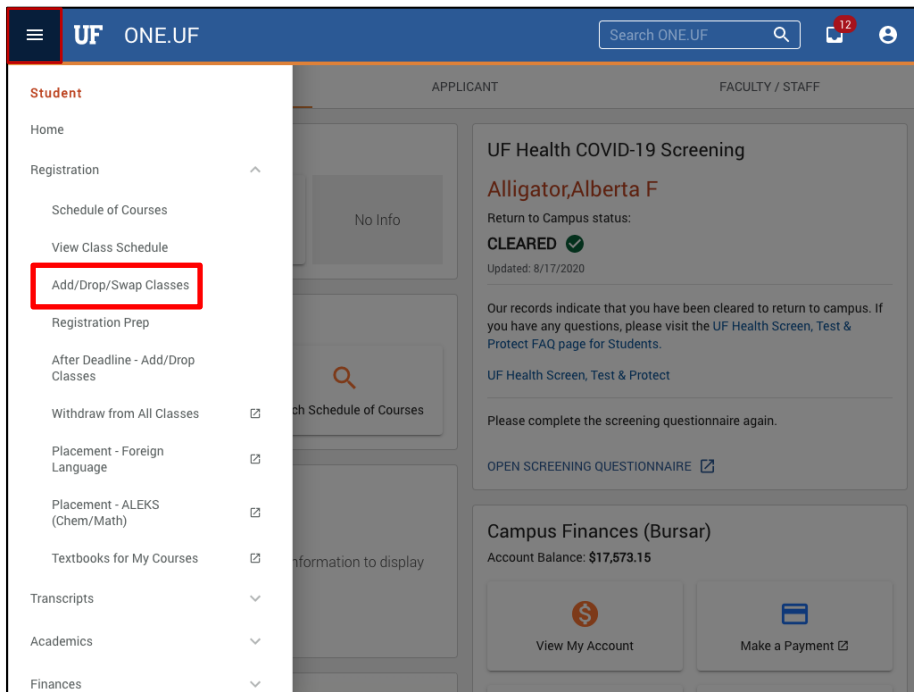
Students will use the following navigation to log into ONE.UF:

1. Go to the web address one.uf.edu
2. Click **LOG IN**
3. Click **Log in with GatorLink**
4. Enter **GatorLink Username and Password**
5. Click the **LOG IN** button

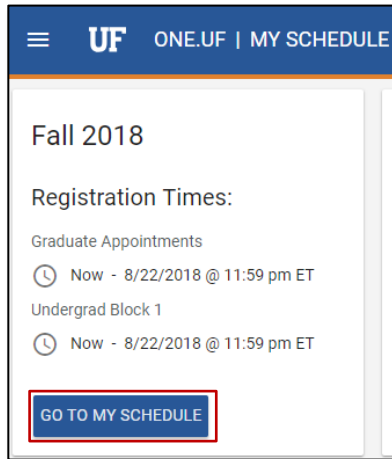
PROCESS

Students will use the following steps to swap a class:

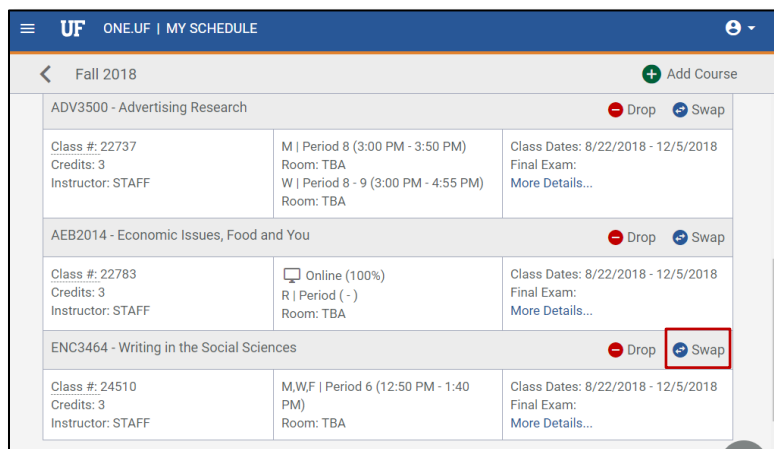
1. Click the **Menu** icon in the upper left corner of the screen.
2. In the student panel, click the **Add/Drop/Swap Classes** link.



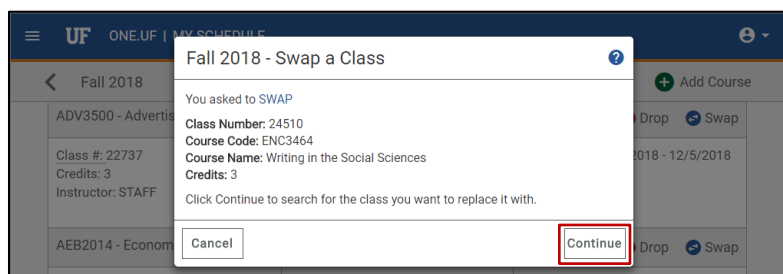
3. Click the **GO TO MY SCHEDULE** button



4. Locate the course you want to swap out and click the **Swap** icon



5. Verify this is the course you want to swap, then click the **Continue** button



6. Use the **Filters** to find the course you want to add
7. Click the **Search** button
8. Scroll through the results to find the desired course
9. Click **anywhere in the course row** to see the details and available sections
10. Find the desired section and click the **Swap Class** button

11. Verify you have selected the desired courses to **DROP** and **ADD**
12. Click the **Swap** button

This message indicates the swap was successful.

Fall 2018 - Swap a Class

Alligator,Alberta B:

✓ The following class was **Dropped Successfully**

Class Number: 24510	M W F Period 6 (12:50 PM - 1:40 PM)
Course Code: ENC3464	Room: TBA
Course Name: Writing in the Social Sciences	
Credits: 3	

✓ The following class was **Added Successfully**

Class Number: 24574	M W F Period 5 (11:45 AM - 12:35 PM)
Course Code: ENC3459	Room: TBA
Course Name: Writing in the Medical Sciences	
Credits: 3	

This message indicates the swap was unsuccessful.

Alligator,Alberta B:

⊗ The following class was **Not Dropped Successfully**

Class Number: 31579	M W F Period 2 (8:30 AM - 9:20 AM)
Course Code: ABE2062	Room: TBA
Course Name: Biology for Engineers	
Credits: 3	

⊗ The following class was **Not Added Successfully**

Class Number: 22525	M W F Period 2 (8:30 AM - 9:20 AM)
Course Code: ENC1101	Room: TBA
Course Name: Expository and Argumentative Writing	
Credits: 3	

The following errors occurred:

Already In Drop Status. The requested drop transaction was not processed. The class is already in drop status for the term specified. Verify the term and class number, and resubmit the request.

If the swap was unsuccessful, the drop will not be processed and you will receive a message below the transaction with an explanation.

In this example, the swap was not successful because the course to be dropped has already been requested to be dropped by some other means.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives

Office of the University Registrar
352-392-1374
registrar.ufl.edu