

## **USING EDIT TO SWITCH A COURSE RECITATION OR LAB**

When you are enrolled in a course that has a required recitation or lab, you can use the **EDIT** tab in your **Enrollment Shopping Cart** to adjust/switch the day and/or time of the required recitation or lab if a seat in another required lab or recitation for that lecture is already open.

For example, if you are enrolled in **ECON 0110 Introduction to Macroeconomics** and are in a recitation for it on Fridays at 9 AM, but would like to try to change the recitation time and/or day, click on the **EDIT** tab in your shopping cart and choose the ECON 0110 course from the drop-down list to see if there are any other recitations available. Open recitations and labs show up with a green dot next to them.

If there is availability, select the new recitation or lab and proceed through the steps of editing and enrolling in the new recitation or lab. This insures that you do not lose your seat in the lecture if for some reason the recitation or lab you want to switch into is restricted. You are simply editing the time and/or day of the recitation for a lecture you are already enrolled in.

It is crucial that you only attempt to process an EDIT if the required lab or recitation that you want to get into is OPEN. You cannot use the EDIT feature to put yourself on the waitlist for a closed recitation/lab. If you do, then you will lose your seat in the lecture entirely.

## **USING EDIT TO SWITCH A COURSE RECITATION OR LAB**

Step 1: Click on the EDIT tab up at the top of your shopping cart

Step 1: Choose the course with the recitation or lab you want to EDIT

Step 3: Available required recitations and labs will display with a green dot showing that they are open.

Step 4: Select the recitation or lab that is open that you want to switch into

Step 5: Proceed through the steps of enrollment