ASAS Students Self Service

Swapping Classes Guide

Introduction

ASAS Self service registration guide designed to help you swap course lectures for yourself anywhere for your own convenience. Reasons include but not limited to time table clashes and any other reasons the student may have. Swapping is done on classes with more than one lecture class.

The following process should be followed to allow a student to swap class letures:

1. Login to the system with assigned credentials. Then select **<Self Service>.**

2. Then **<Student Center>**

Self Service
Navigate to your self service information and activities.

Student Center
Use the student center to manage school related activities.

Class Search / Browse Catalog
Find classes that match your selection criteria, or browse the course catalog by subject.
- Class Search
- Browse Course Catalog

Academic Planning
Build your academic planner
- My Course History

Enrollment
View appointments, plan and enroll in classes, view student and exam schedules.
- View My Assignments
- My Class Schedule
- My Weekly Schedule
- View My Grades

Campus Finances
View your account, make an electronic payment, view and accept your financial aid awards.
- Account Inquiry
- Manage My Bank Accounts
- Enroll in Direct Deposit

Campus Personal Information
Maintain your personal information and review holds and to dos pending to your record.
- Personal Data Summary
- Addresses
- Names
  13 More...

Academic Records
View grades and advisors and request transcripts and verification reports.
- View Unofficial Transcript
- My Course History
- My Advisors

Transfer Credit
Evaluate classes for transfer and view your transfer credit report.
- Evaluate My Transfer Credit
- View Transfer Credit Report

Student Admission
Apply for admission and check your application status.
- Accept Admission
- Application Status

3. To Register go to **<Enrol>**

Maonyana's Student Center

Academics
- Search
- Plan
- Enroll
- My Academics

other academic... ▼ »

You are not enrolled in classes.

Finances
My Account
- Account Inquiry

You have no outstanding charges at this time.

other financial... ▼ »

Personal Information
- Demographic Data
- Emergency Contact
- Names
- User Preferences

other personal... ▼ »

Contact Information

Mailing Address
PO Box 500904
Gaborone
Gaborone Central

Home Address
None

Phone
71455073

Campus e-mail
None

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
Student Sponsorship Letter
Student Sponsorship Letter
details ▶

Enrollment Dates
Open Enrollment Dates

Advisor
Program Advisor
None Assigned

News and Info
- CNN
- BBC
- NBC

4. Then click on **<Registration>** to start the registration process

Select the term by clicking on the radio button next to the available term. Then click **<Register>b.**

5. Click **<next>** to proceed.

Registration - Status Page

Maonyana Motshubi (200400499)
2018/19 Acad Year Semester 2
Bachelor of Business Admin. Management

Transfer To:
[01. Service Indicators ▼] [go]

Step	Page	Description	Description
1	Service Indicators	Check for service indicators blocking registration	Not Started
2	Program/Plan	Program view	Not Started
3	Course Selection	Select course for enrollment	Not Started
4	Enrollment Summary	Enrollment Summary	Not Started
5	Confirmation	Confirmation of enrollment	Not Started

[<< previous] [return to status page] [**next >>**]

[return to student centre]

6. Click **<next>** again.

Saved

Step 1: Service Indicators

Status: Completed

Maonyana Motshubi (200400499)
2018/19 Acad Year Semester 2
Bachelor of Business Admin. Management

Transfer To:
[Status Page ▼] [go]

Service Indicators Blocking Registration

There are no service indicators blocking registration.

[<< previous] [return to status page] [**next >>**]

[return to student centre]

7. Click **<next>** again.

Step 2: Program/Plan

Status: In Progress

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2018/19 Acad Year Semester 2
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Transfer To:
[Status Page ▼] [go]

Confirm Program and Plan

Academic Career:	Undergraduate Degree	
Academic Program:	BSB02	Bachelor of Business Admin.
Academic Plan:	BSB0200040	Management
Academic Sub-Plan:	BSB0200041	Level 100 entry
Year of Program:		

[<< previous] [return to status page] [**next >>**]

[return to student centre]

8. Then Select then click on the arrow next to the LEC option to select a different option. Please note the colour change once a different option is selected. Then click next

◑	MGT 201: Purchasing And Materials Manag	Core Selec	3.00	DIST/Gaborone ▼	Drop Course
✔	and LAW 251: Foundations Of Business Law	Core Selec	3.00		
◑	and ECO 211: Intermediate Microeconomics	Core Selec	3.00	DIST/Gaborone ▼	Drop Course
◑	and MGT 200: Organizational Design And Deve	Core Selec	3.00	LE02/Gaborone ▼	Drop Course
◑	and GEC 232: Critical Thinking	GEC Core	3.00	LE01/Gaborone ▼	Drop Course
○	and Level 200 - No Winter Session requirement				
○	No winter session required				

1. Please note the course change will be show by a red colour on the course you wish to change to.

✔	and MGT 100: Principles Of Management	Core Selec	3.00		
✔	and STA 102: Mathematics For Business & Soc	Core Selec	3.00		
◑	and BSB02: Semester 4 (Distance)				
◑	MGT 201: Purchasing And Materials Manag	Core Selec	3.00	DIST/Gaborone ▼	Drop Course
✔	and LAW 251: Foundations Of Business Law	Core Selec	3.00		
◑	and ECO 211: Intermediate Microeconomics	Core Selec	3.00	DIST/Gaborone ▼	Drop Course
◑	**and MGT 200: Organizational Design And Deve**	Core Selec	3.00	DIST/Gaborone ▼	Drop Course
◑	**and GEC 232: Critical Thinking**	GEC Core	3.00	DIST/Gaborone ▼	Drop Course
○	and Level 200 - No Winter Session requirement				

9. Scroll down to the bottom of the page then click next

<< previous	return to status page	next >>
	return to student centre	

10. Please note the courses being swapped will be showed on the **SWAPPED COURSES** list.

Step 4: Enrollment Summary   Status: In Progress

Maonyana Motshubi (200400499)
2018/19 Acad Year Semester 2   **Transfer To:**
Bachelor of Business Admin. Management   Status Page ▼   go

Selected Courses

Academic Program: BSB02   Bachelor of Business Admin.
Academic Plan: BSB0200040   Management

ENROLLED COURSES

Course	Category	Session	Campus	Units

DROPPED COURSES

Long Description	Category	Session	Campus	Units

SWAPPED COURSES

Long Description	Current Class	New Class
GEC 232: Critical Thinking	LE01/Gaborone	DIST/Gaborone
MGT 200: Organizational Design And Deve	LE02/Gaborone	DIST/Gaborone

11. Then scrolled down and click <next> to proceed.

12. Successful swap will display the message as shown below

Step 5: Confirmation

Status: In Progress

Maonyana Motshubi (200400499)
2018/19 Acad Year Semester 2
Bachelor of Business Admin. Management

Transfer To:

Status Page ▾ [go]

Enrollment Summary

✔ **GEC232 - Critical Thinking (Semester / Gaborone)**
   * Successfully swapped

✔ **MGT200 - Organizational Design And Deve (Semester / Gaborone)**
   * Successfully swapped

Confirmation

Please review the status of each enrollment in the summary above. Only if enrollments were successful, will you be registered as a student of the University of Botswana for **Program/Plan Bachelor of Business Admin. / Management.**