**Swap Requests**

In addition to “ADD” and “REPLACE” requests, students are be able to enter “SWAP” requests for core clerkships. These core clerkships are most likely full or not available, but another student may be willing to swap one of their core clerkships with you.

The processing of SWAP requests is done in real-time and not at the time of the weekly Shuffle. SWAP requests can be entered at any time as long as the period for the clerkship is not closed.

Below is the menu you will see when you login to the Shuffle:

![Swap Requests Menu](image)

The main menu shows the Shuffle results including a new column that shows that the resulting clerkship was due to a SWAP request.

A list of all open Core Clerkships can be found under the “Open Cores” menu. The menu is shown below. You can locate all open (available) core clerkships by choosing the clerkship and academic year. Press the “Expand” text to list all the available periods.
The “Swap Cores” menu is the place where you can add your swap requests and to see if any other student has submitted a request which matches yours. To enter a request, choose your request from the first pull down menu titled: “Select Course to Swap”.

The program will then show you a list of possible clerkships with which you can swap. Once you make your selection, press the “ADD SWAP” button and your request will be entered into the system for all other students to see.

Once you have made all your selections, the screen will be updated to show all the clerkships which you have made available. Also, a list of “matched” clerkships will be shown under the “Available Courses That Can Be Swapped” section. If you choose to
accept the clerkship swap, click on the green SWAP text. The clerkship will then be automatically added to your schedule.

If you change your mind and no longer want to offer a clerkship to be swapped, click on the “DELETE” text in your list of available clerkships:

![Swap History Table](image)

You can take a look at your swap activity under the “Swap History” menu. It shows any swaps that you participated in and any you chose to delete:

![Swap History Table](image)

Although the Swap process does not guarantee that your request will be filled, it does give you another option for finding the clerkships which may be available by others participating in the clerkship program.