

Swapping Classes

Note that if you want to swap into a course/section that is OPEN, the new system SWAP functions very much like the old system SWAP and will switch the courses immediately. This tutorial is for when the course you want is CLOSED and the WAITLIST is turned on.

The SWAP feature is helpful if you are **trying to get into full sections of a course while enrolled in a less-preferred section OR if you are enrolled in a course and there is another course you would rather take in its place.** If a space opens in the preferred course or section, the swap feature will automatically enroll you in the preferred course/section that you want to take.

How is this different than the waitlist? **The waitlist feature alone will not work in these situations:**

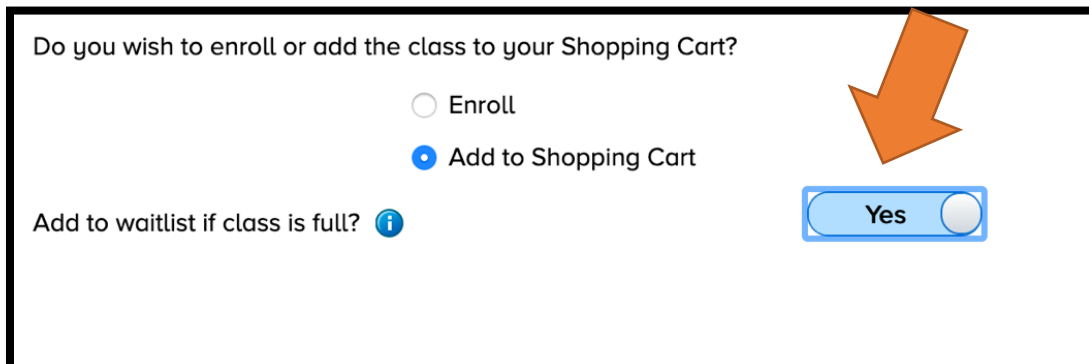
- 1) You are enrolled in the same course and are waitlisted on a different section
- 2) You are enrolled in any courses with a time conflict with the course you are waitlisted for
- 3) If you are enrolled in any courses that are considered equivalent to the course you are waitlisted for

In these cases, you will need to use the SWAP feature.

To set up a SWAP, you will complete these steps:

- 1) You must be enrolled in a course or course's section that you want to replace with another course/section.
- 2) Add the preferred course or section to your Shopping Cart. Select the "Add to waitlist if course is full":


Please note: If you are already on the waitlist (i.e. the preferred course/section is no longer in your Shopping Cart) you will need to remove yourself from the waitlist by dropping the course. After doing so, re-add the preferred course/section to your shopping cart.



Do you wish to enroll or add the class to your Shopping Cart?

Enroll

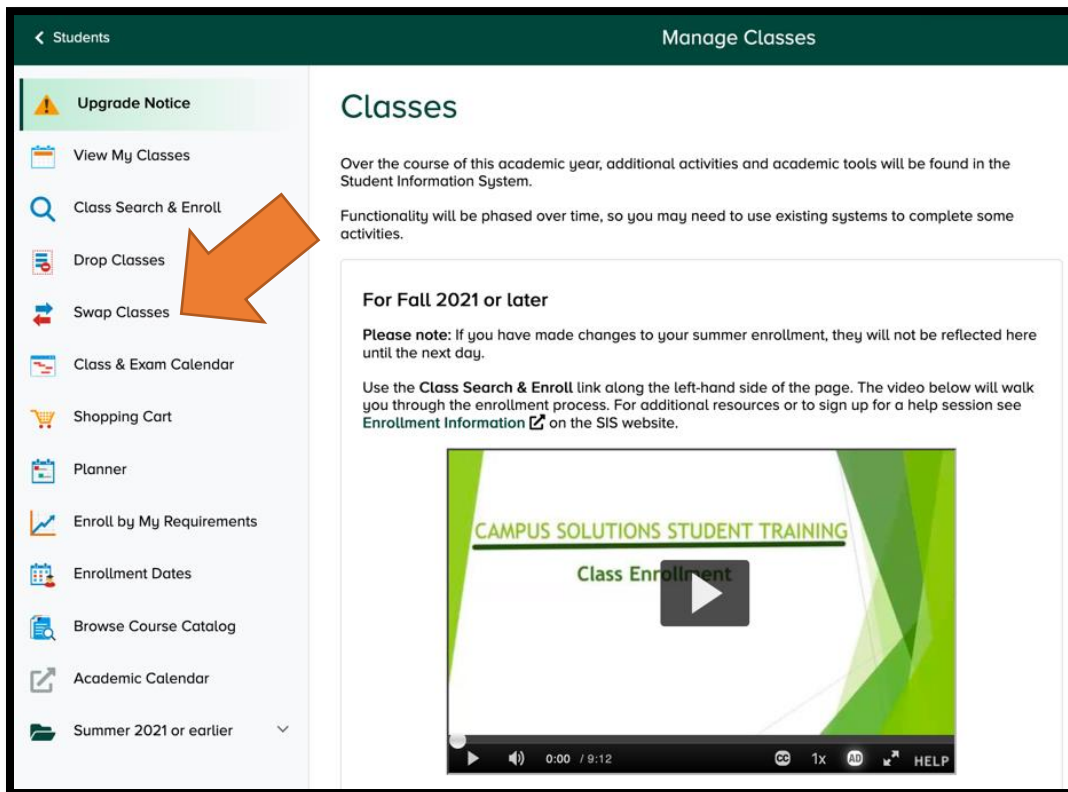
Add to Shopping Cart

Add to waitlist if class is full? 

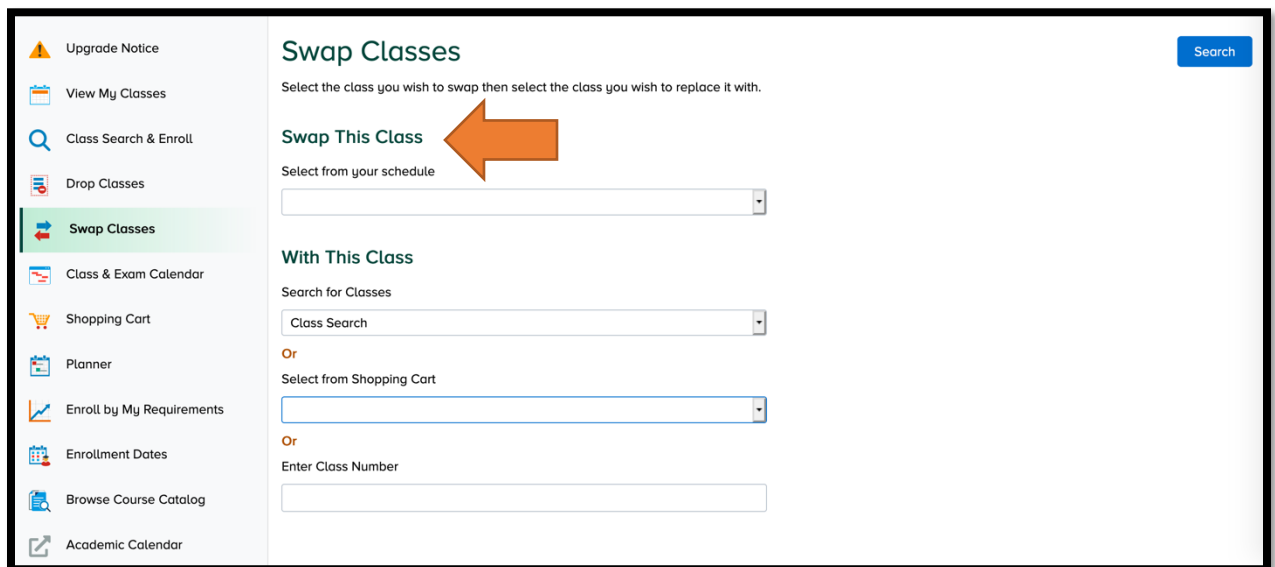
Yes

An orange arrow points to the 'Yes' button.

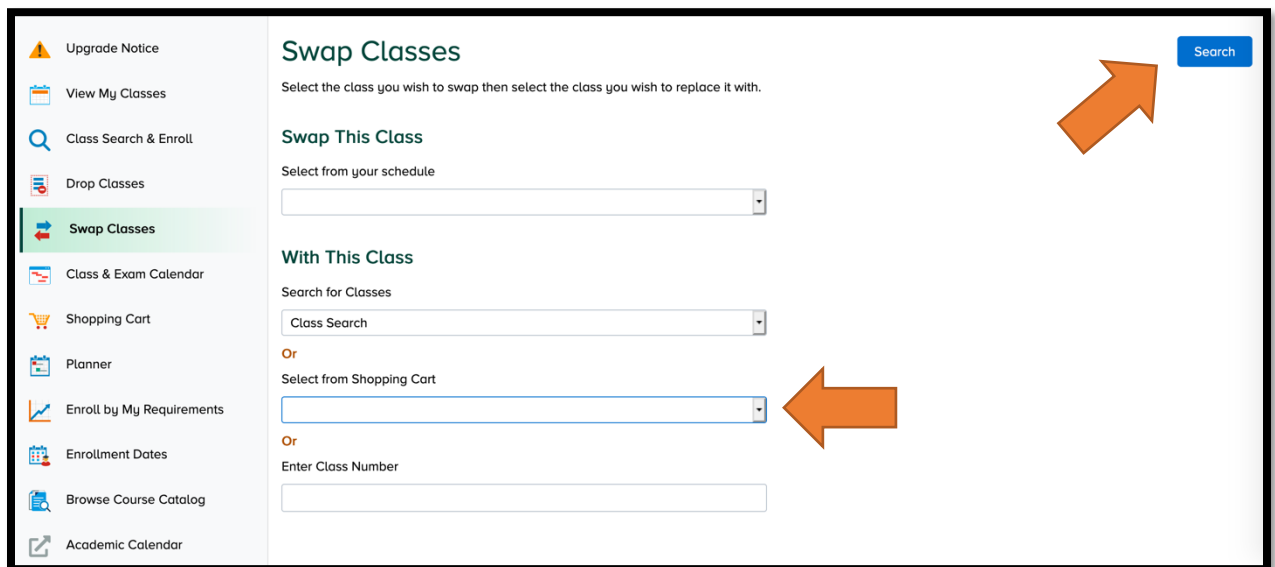
3) Choose the SWAP CLASSES tab on the left-hand menu bar:



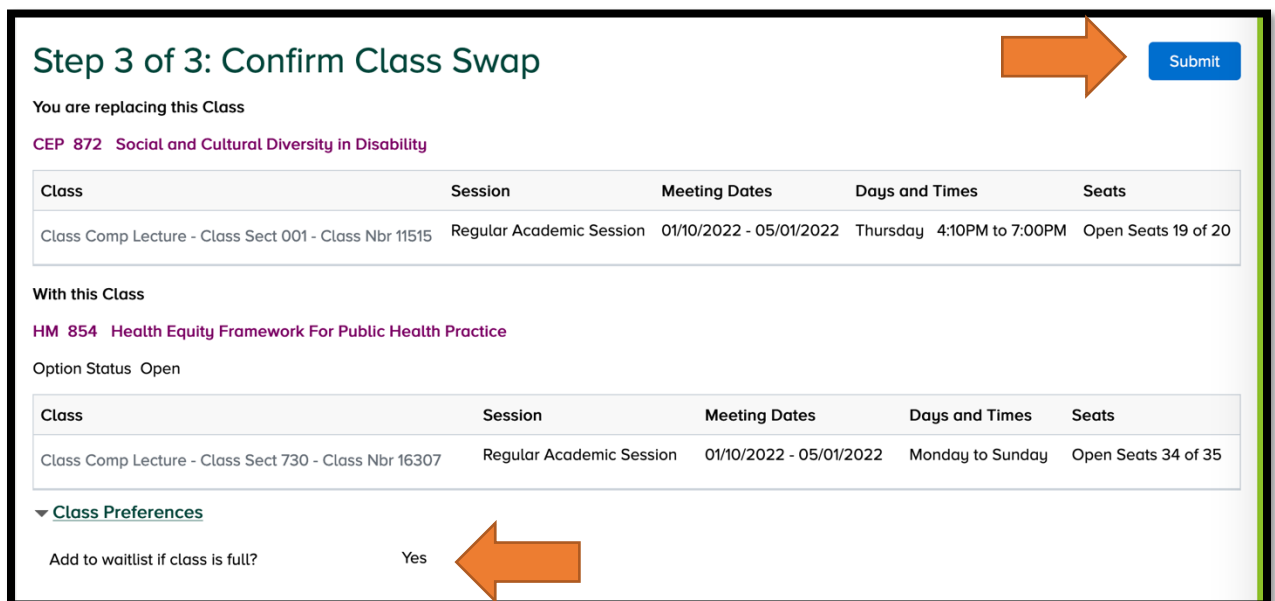
4) Select the course that you want to be removed from your schedule in the “Swap this Class” dropdown.



- 5) Choose the course or section that you want it replaced with using the drop down “Select from Shopping Cart.” Hit Search.



- 6) Click on “Class Preferences.” Make sure the “Add to waitlist if class is full?” says “Yes.” If it doesn’t, got back to step 2. You missed adding to waitlist when you put the preferred class in the shopping cart. Then, hit “Submit.”



Class	Session	Meeting Dates	Days and Times	Seats
Class Comp Lecture - Class Sect 001 - Class Nbr 11515	Regular Academic Session	01/10/2022 - 05/01/2022	Thursday 4:10PM to 7:00PM	Open Seats 19 of 20

Class	Session	Meeting Dates	Days and Times	Seats
Class Comp Lecture - Class Sect 730 - Class Nbr 16307	Regular Academic Session	01/10/2022 - 05/01/2022	Monday to Sunday	Open Seats 34 of 35