Using a “Swap If” function to enroll in a waitlist course

WHY YOU WOULD NEED TO DO THIS

If you do not have a time or credit conflict it is best to simply add yourself to a waitlist. The following instructions are for students who need to drop/swap a course in order to be added to a course they are waitlisted for.

OPUS will automatically enroll you in a waitlisted course once a spot becomes available and you are next in line. However OPUS will skip over you in waitlist if ...

• Adding the course will take over the credit limit (19) or
• You have a conflicting course scheduled for the same time.

To avoid being skipped we recommend using a Swap/Drop if function. This can also be used if you want to be waitlisted for a section of a course while remaining enrolled in a different section of the same course.

INSTRUCTIONS FOR SETTING UP THE DROP/SWAP IF FUNCTION

Step 1. Launch and Log-In to OPUS by navigating to opus.emory.edu and logging in using your Emory NETID and password. Start by going to the Course Planning and Enrollment Tile.
Step 2. Set-Up the Scenario | By this point you should have enrolled some courses in your class schedule. You should have the course you want to swap out of in your class schedule. This is the course we will swap if we get into our waitlisted course.

Step 3. Search for Courses | Search for the course that you would like to be added to the waitlist for. Please note that not all courses have an option to waitlist. This is the course we will add our self to the waitlist for and want placed on our schedule instead.
Step 4. Add this Course to Your Shopping Cart | Go through the sequence below to add the course to the shopping cart. An important step is that you indicate “Yes” for the prompt “Add to Waitlist if class if full”.

ONE | Select Course

You must select “Yes” to be added to the waitlist

TWO | Select Waitlist

THREE | Add to Shopping Cart

FOUR | Press Submit

FIVE | CONFIRMATION
OPUS HELP GUIDE | Setting up a Swap-If function with the Waitlist

Step 5. Confirm that the Course is in Your Shopping Cart | Use the left side navigation to view your Shopping Cart.

Step 6. Set-Up the Swap | Use the left side navigation to navigate to the Drop/Swap/Update Courses tab. Select Swap.

Step 7. Swapping Courses | First select the course that is currently in your schedule that you would like to drop if you are placed into the waitlisted course. Please note this would need to be course that there is a time conflict with in order for the waitlist to not skip over you.

Step 8. Swapping Courses | Next use the third box to select the Wait-listed course that is currently in your shopping cart.
Step 9. Continue with the Sequence | Finish swapping the courses by following the sequence below.

A | Click Search

B | Review Selection + Submit

C | Confirm Selection

D | Receive Confirmation
Complete | Keep monitoring your schedule. If a spot opens on the Waitlist OPUS will automatically swap you from the course currently on your schedule for the new course!

Note how both courses are in your “Schedule” however one is set to “Enrolled” and one to “Waiting.” This will change if a spot opens up in the waitlisted course.

Notes about the use of “if” functions

Please Note | OPUS is set-up to know now to enroll you into a waitlisted course automatically. This means the course you are choosing to Swap (if you get into the course) will not drop from your schedule until a spot opens up and you are enrolled in the waitlisted course.

Please Note | For the purposes of “if” functions swap/drop are used interchangable, even though regardless you will be using the “Swap Classes” option in OPUS. Drop is in relation to credit limit conflicts, while swap is in relation to time conflicts. For both you will use the instructions above.