

Swapping into a waitlisted class

The screenshot shows the 'Swap Classes' page in a student portal. The header is yellow with 'Student' on the left and 'Swap Classes' in the center, along with home, menu, and refresh icons. Below the header, the semester 'Fall 2018' and 'Undergraduate Emory College Emory University' are displayed. A left sidebar contains navigation options: 'View My Classes', 'Class Search and Enroll', 'Shopping Cart', 'Drop/Swap/Update Classes' (expanded to show 'Drop Classes', 'Swap Classes' (highlighted), and 'Update Classes'), 'Course Atlas', and 'Browse Course Catalog'. The main content area is titled 'Swap Classes' and includes a 'Search' button. It contains instructions: 'Select the class you wish to swap then select the class you wish to replace it with.' Under 'Swap This Class', there is a dropdown menu with 'ENG 356W: Native American Literature' selected. Under 'With This Class', there is a 'Search for Classes' section with a 'Class Search' dropdown and an 'Or Enter Class Number' text input field.

Select a class from your schedule you wish to swap out of.

Next, if you know the class number you wish to swap into enter it.

Click "Search"

The screenshot shows the 'Class Search' page in a student portal. The header is yellow with 'Swap Classes' on the left and 'Class Search' in the center, along with home, menu, and refresh icons. Below the header, the semester 'Fall 2018' and 'Undergraduate Emory College' are displayed. A left sidebar contains navigation options: 'View My Classes', 'Class Search and Enroll' (highlighted), 'Shopping Cart', 'Drop/Swap/Update Classes' (expanded to show 'Drop Classes', 'Swap Classes', and 'Update Classes'), 'Course Atlas', and 'Browse Course Catalog'. The main content area is titled 'Search For Classes' and includes a search input field with 'HIST 219' entered and a search button. Below the search field, there is a link for 'Additional ways to search' and a 'Recently Viewed' section with a dropdown arrow.

Enter the course you wish to swap into and click ">>" to search.

Swap Classes Class Search Results

View Search Results
1 Course with keyword: HIST 219

HIST 219
The First World War
1 Class Option Available

Class Status
Wait List Classes Only

Course Career
Undergraduate Emory College

Subject
HIST / History

Class Meeting Days
Mon Wed Fri

Class Start Times
Start 10am - 1pm

Requirement Designation
History, Society, Cultures

Select one of the available class options

Class Search Results Course Information

Fall 2018
Undergraduate Emory College

View My Classes

Class Search and Enroll

Shopping Cart

Drop/Swap/Update Classes

Drop Classes

Swap Classes

Update Classes

Course Atlas

Browse Course Catalog

HIST 219
The First World War

Course Information

Class Selection

Select a class option **Selected Filters 1 option**

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Wait List	Regular Academic Session	Lecture - Class 4804 - Section 1	08/29/2018 - 12/11/2018	Monday Wednesday Friday 12:00PM to 12:50PM	Tarbutton Hall 218	Brian Vick	Waitlist Available Places 996 of 999

If the class option selected is a waitlisted class it will show "Wait List" as the status.

Select the class option.

Exit Swap Classes Next

Fall 2018
Undergraduate Emory College
Emory University

1 Review Class Selection
Visited

2 Class Preferences
Not Started

3 Confirm Class Swap
Not Started

Step 1 of 3: Review Class Selection

You have selected

HIST 219 The First World War

Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Class 4804 - Section 1	Regular Academic Session	08/29/2018 - 12/11/2018	Monday Wednesday Friday 12:00PM to 12:50PM	Waitlist

Review your selected class.

Click "Next" to continue the swap process.

Exit Swap Classes Previous

Fall 2018
Undergraduate Emory College
Emory University

1 Review Class Selection
Complete

2 Class Preferences
In Progress

3 Confirm Class Swap
Not Started

Step 2 of 3: Class Preferences

HIST 219 The First World War

Lecture - Class 4804 - Section 1 - Wait List

Add to waitlist if class is full? Yes

Permission Number

Grading Basis
Graded

Requirement Designation - History, Society, Cultures

Take Requirement Designation

Accept

Since this is a waitlisted class select "Yes" to "Add to waitlist if class is full?"

Click "Accept"

Exit Swap Classes Previous

Fall 2018
Undergraduate Emory College
Emory University

1 Review Class Selection Complete

2 Class Preferences Complete

3 Confirm Class Swap Visited

Step 3 of 3: Confirm Class Swap

You are replacing this Class

ENG 356W Native American Literature

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Class 4052 - Section 1	Regular Academic Session	08/29/2018 - 12/11/2018	Tuesday Thursday 4:00PM to 5:15PM	Closed

With this Class

HIST 219 The First World War

Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Class 4804 - Section 1	Regular Academic Session	08/29/2018 - 12/11/2018	Monday Wednesday Friday 12:00PM to 12:50PM	Waitlist

Class Preferences

Submit

Confirm the class swap

Click "Submit"

Exit Swap Classes Previous

Fall 2018
Undergraduate Emory College
Emory University

1 Review Class Selection Complete

2 Class Preferences Complete

3 Confirm Class Swap Visited

Step 3 of 3: Confirm Class Swap

You are replacing this Class

ENG 356W Native American Literature

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Class 4052 - Section 1	Regular Academic Session	08/29/2018 - 12/11/2018	Tuesday Thursday 4:00PM to 5:15PM	Closed

With this Class

HIST 219 The First World War

Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Class 4804 - Section 1	Regular Academic Session	08/29/2018 - 12/11/2018	Monday Wednesday Friday 12:00PM to 12:50PM	Waitlist

Class Preferences

Submit

Are you sure you want to submit?

Yes No

Confirm that you wish to complete the swap process.

Student Confirmation

Fall 2018
Undergraduate Emory College
Emory University

- View My Classes
- Class Search and Enroll
- Shopping Cart
- Drop/Swap/Update Classes
 - Drop Classes
 - Swap Classes**
 - Update Classes
- Course Atlas
- Browse Course Catalog

✔ **Swap ENG 356W - Native American Literature with HIST 219 - The First World War**
You are required to take this requirement designation for this class. The requirement designation option has been set to yes. Class 4804 is full. You have been placed on the wait list in position number 4.

If swap is successful, you will be placed on the waitlist for the class you swapped into.

When swapping into a waitlisted class you will remain enrolled in the class you are swapping out of until you are successfully enrolled in the Wait Listed class you are swapping into. Per the example above you would remain enrolled in ENG 356W until you are successfully moved from Wait List to enrollment in HIST 219. The benefit of this feature is that if you do not become enrolled in the Wait Listed class you swapped into (HIST 219), you will remain enrolled in your original class (ENG 356W). If the Auto-Enroll process is able to move you from the Wait List to enrollment in the class you swapped into, then at that time you will be dropped from the class you swapped out of.