Time Conflict: Do I swap to Wait List or Add to Wait List?

You are encouraged to use the Swap option if the class that you wish to wait list has a time conflict with an existing class on your schedule.

Benefits of Using the Swap Option Rather than the Add Option

<table>
<thead>
<tr>
<th>Swap Option: Benefits</th>
<th>Add Option: Restrictions</th>
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<tbody>
<tr>
<td>The wait Listing process will drop you from the existing class if/when the wait list process schedules you into the wait listed class, removing the possibility of encountering a time conflict error.</td>
<td>Your wait listed class will never process if a time conflict remains on your schedule. The wait list process will try to enroll you into the wait listed class, but will skip down to the next person who doesn’t have a time conflict. You will receive a message stating that you weren’t enrolled into the class due to a time conflict.</td>
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Existing class remains on your schedule:
1. Until a space becomes available in your wait listed class and the wait list process places you into the desired class.
2. If you are never placed into the wait listed class your existing class remains on your schedule.

Options if the wait list process skipped you due to a time conflict:
1. Drop the existing class from your schedule and hope that the wait list process circulates back to you.
2. Drop yourself from the wait list and use the Swap option to place yourself back on the wait list. You will go to the bottom of the wait list, losing your original position.

Step 1a – Select a Class to Swap

Step 1b - Select a Class to Swap – Enrollment Preference

Step 2 – Confirm Your Selection

Step 3 – View Results (read your messages)