Swapping into a waitlisted class

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”

Enter the course you wish to swap into and click “>>” to search.
Select one of the available class options

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

Select the class option.
Review your selected class.

Click “Next” to continue the swap process.

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

Click “Accept”
Confirm the class swap
Click “Submit”

Confirm that you wish to complete the swap process.
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.*