Screen shots in this document were taken from a test system having a gold banner.

Live Student System (production system) will have a blue banner.

Swapping into a class with a waitlist activates the “Drop if Enroll” feature.

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 below 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.

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”.

If class number is blank you will be directed to “Class Search” to search for a class to swap into.

If you entered a class number you will be taken directly to that class.
Enter the course you wish to swap into and click “>>” to search.
Select HIST 219 to see all of the class options.
If the class option selected is a waitlisted class it will show “Wait List” as the status.

Select the class option.

<table>
<thead>
<tr>
<th>Option</th>
<th>Status</th>
<th>Session</th>
<th>Class</th>
<th>Meeting Dates</th>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Seats</th>
</tr>
</thead>
</table>

Review your selected class.

Click “Next” to continue the swap process.
Since this class has a waitlist, select “Yes” to “Add to waistlist if class is full?”

Click “Accept”.

Confirm the class swap.

Click “Submit”.

Confirm that you wish to complete the swap process.
If the swap is successful, you will be placed on the class waitlist and given a position number.

**Classes with Combined Lecture and Lab**

Wait List treats the lecture and lab as a single enrollment. You cannot be enrolled in a lecture but wait listed for a lab (or vice versa). Wait list treats these components as one unit. You are either enrolled in both or wait listed in both.

When swapping a combined lecture or lab class, both will be dropped, and you will be enrolled or wait listed in the new combined lecture and lab class. To be successfully enrolled, both the lecture and lab **MUST** be open.

**Classes with Co-Requisite Lecture and Lab**

To successfully enroll and/or swap co-requisite classes such as, CHEM 150 & 150L and CHEM 202 & 202L, you **must meet all the requisites required for the class** and you **must enroll in the lecture first before you enroll in the lab**. Attempting to enroll in the lecture and lab at the same time will cause an error.