

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.

OPUS – SWAP INTO WAITLISTED CLASS (DROP IF ENROLL)

The screenshot displays the 'Class Search' page. At the top, there is a yellow header with 'Swap Classes' on the left and 'Class Search' in the center, along with home, menu, and refresh icons on the right. Below the header, the page is divided into a left sidebar and a main content area. The sidebar contains the following items: 'Fall 2018 Undergraduate Emory College', 'View My Classes', 'Class Search and Enroll', 'Shopping Cart', 'Drop/Swap/Update Classes' (with a dropdown arrow), 'Drop Classes', 'Swap Classes' (highlighted in yellow), 'Update Classes', 'Course Atlas' (with a dropdown arrow), 'Browse Course Catalog', 'Planner', 'Enrollment Dates', and 'Exam Schedule'. The main content area features a 'Search For Classes' section with a search bar containing 'HIST 219' and a search button. Below this is a section for 'Additional ways to search' and a 'Recently Viewed' section.

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

Swap Classes Class Search Results

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

Class Component
Lecture

Instruction Mode
In Person

Campus
Atlanta Campus

Academic Session
Regular Academic Session

View Search Results
1 Course with keyword: HIST 219

HIST 219
The First World War
1 Class Option Available

Select HIST 219 to see all of the class options.

OPUS – SWAP INTO WAITLISTED CLASS (DROP IF ENROLL)

Fall 2018
Undergraduate Emory College

HIST 219
The First World War

Course Information

Class Selection

Select a class option **1** 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.

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 Available Places 996 of 999

Review your selected class.

Click “Next” to continue the swap process.

OPUS – SWAP INTO WAITLISTED CLASS (DROP IF ENROLL)

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 class has a waitlist, select “Yes” to “Add to waitlist if class is full?”

Click “Accept”.

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 Available Places 996 of 999

Submit

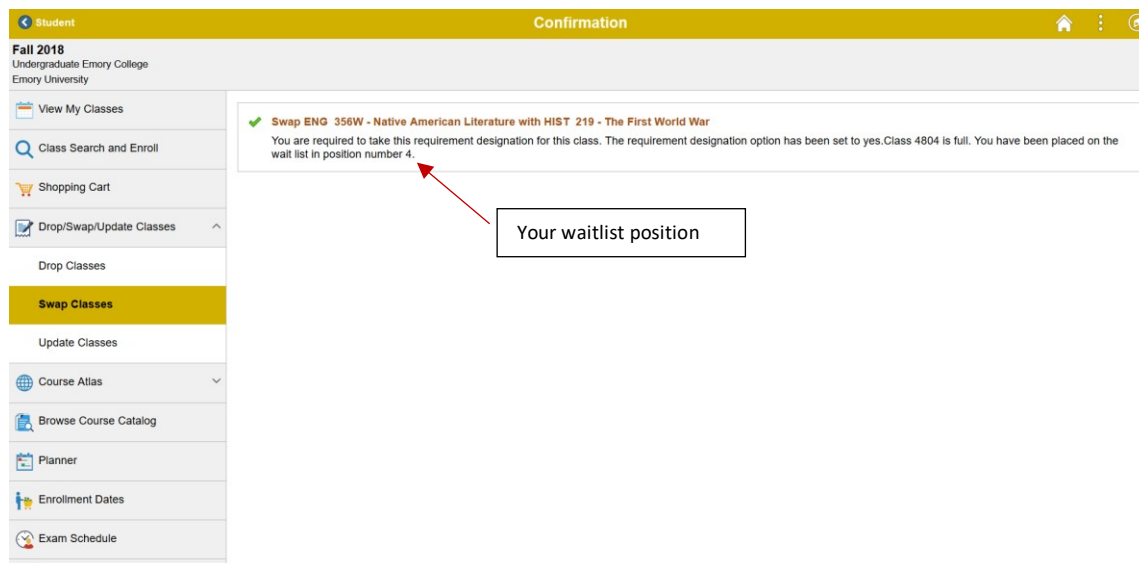
Confirm the class swap.

Click “Submit”.

Are you sure you want to submit?

Yes **No**

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.