

WINGS Wait List SWAP Feature

As more departments begin to use the WINGS class wait list feature, there is one tip that is very important:

Add your back up class to your schedule first, then use the SWAP feature to enroll on the wait list of your desired class. If a seat becomes available and you are at the top of the wait list, WINGS will drop your back up class and add your desired class.

The top three causes of being passed over even if you are #1 on the wait list:

- Time conflict with another class and you did not use the SWAP feature
- Adding the class would put you over 18 credits and you did not use the SWAP feature
- You are already enrolled in another section of the class and you did not use the SWAP feature

If you get on the wait list first, then try to change it by using the SWAP feature later, you will go to the bottom of the wait list.

How it works:

1. Add your back up course. This can be another section of the same course or a completely different course.
2. Start a new enrollment action by using the **SWAP** button in WINGS. Choose the class to drop and the class you would like to add.

The screenshot shows the WINGS 'Swap a Class' interface. At the top, there is a breadcrumb trail: Favorites | Main Menu > Self Service > Enrollment > Enrollment: Add Classes > Enrollment: Swap Classes. Below this is a navigation bar with buttons for Search, Plan, Enroll, and My Academics. Underneath are sub-buttons: my class schedule, add, drop, swap, and term information. A red arrow points to the 'swap' button. Below the navigation bar is the 'Swap a Class' section, which includes a '1. Select a class to swap' heading and instructions: 'Select the class you wish to swap then select the class you wish to replace it with.' The interface is set to 'Fall 2016 | Undergraduate | UW-La Crosse' with a 'change term' button. A 'Swap This Class' section contains a dropdown menu labeled 'Select from your schedule' with 'FIN 380: Prin of Investment' selected. A red arrow points to this dropdown. Below this is a 'With This Class' section with a 'Search for Class' area containing a 'Class Search' input field and a 'search' button. Below that is an 'Enter Class Nbr' area with '1971' entered and an 'enter' button. A red arrow points to the 'enter' button. At the bottom, there is a 'My Fall 2016 Class Schedule' section and a footer with navigation links: Search, Plan, Enroll, My Academics, My Class Schedule, Add, Drop, Swap, Term Information, and a 'go to ...' dropdown.

3. Click the box to allow Wait list if class is full. Then click NEXT.

go to ...

Search Plan Enroll My Academics

my class schedule add drop swap term information

Swap a Class

1

1. Select a class to swap - Enrollment Preference

Fall 2016 | Undergraduate | UW-La Crosse

FIN 380 - Prin of Investment

Class Preferences

FIN 380-01 Lecture Wait List **Wait List** Wait list if class is full

Grading Graded

Session Regular Academic Session

Career Undergraduate

Units 3.00

Enrollment Information

- Prerequisite: FIN 355; admission to business.

CANCEL PREVIOUS **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	TuTh 2:15PM - 3:40PM	Wimberly 104	Adam Stivers	09/06/2016 - 12/21/2016

NOTES

4. Review the class to be dropped and the class to add to your wait list. Click the button to FINISH SWAPPING. You will receive a message indicating your spot on the wait list. If you get to position #1 and a seat becomes available, your back up class will be dropped and your wait listed class will be added.

go to ...

Search Plan Enroll My Academics

my class schedule add drop swap term information

Swap a Class

1 2 3

2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

Fall 2016 | Undergraduate | UW-La Crosse

You are replacing this class

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
FIN 380-02 (1972)	Prin of Investment (Lecture)	TuTh 3:55PM - 5:20PM	Wimberly 104	A. Stivers	3.00	

With this class

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
FIN 380-01 (1971)	Prin of Investment (Lecture)	TuTh 2:15PM - 3:40PM	Wimberly 104	A. Stivers	3.00	

CANCEL **FINISH SWAPPING**