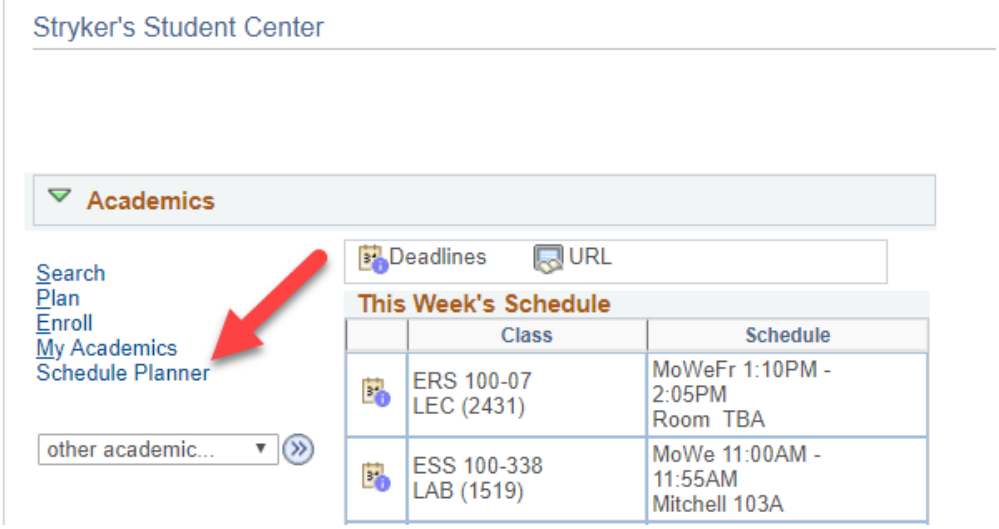
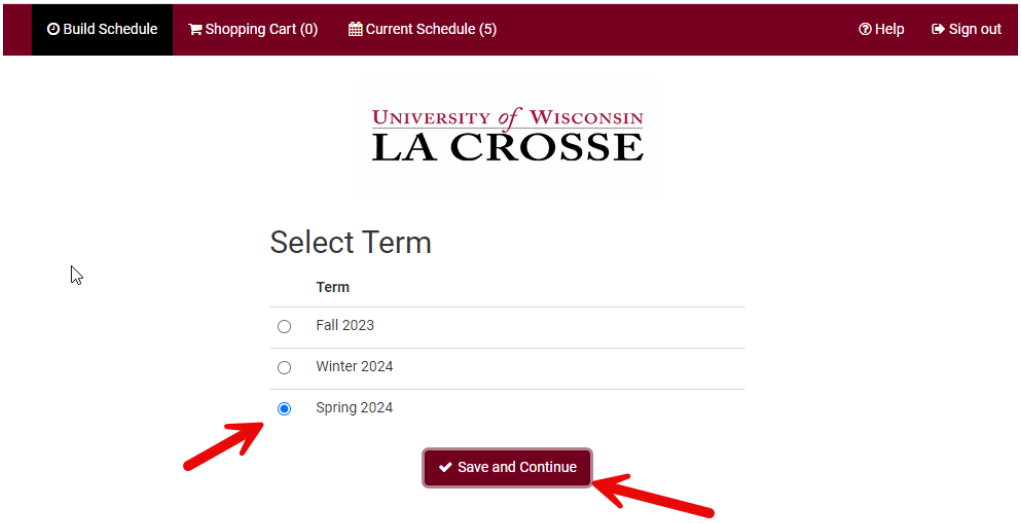
How to Swap a Class using Schedule Planner

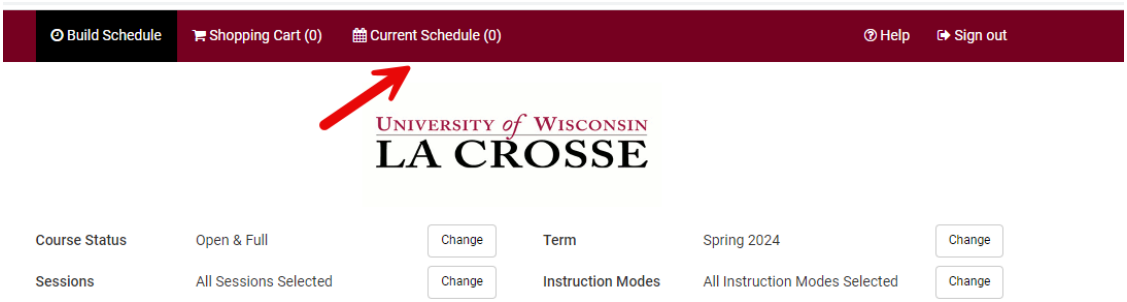
1. To start:
    a. Click the **Schedule Planner** link under the Academic section of your Student Center. A new window/tab will come up. If you are taken to a page with a green button that says **Open Schedule Planner**, click on that button.



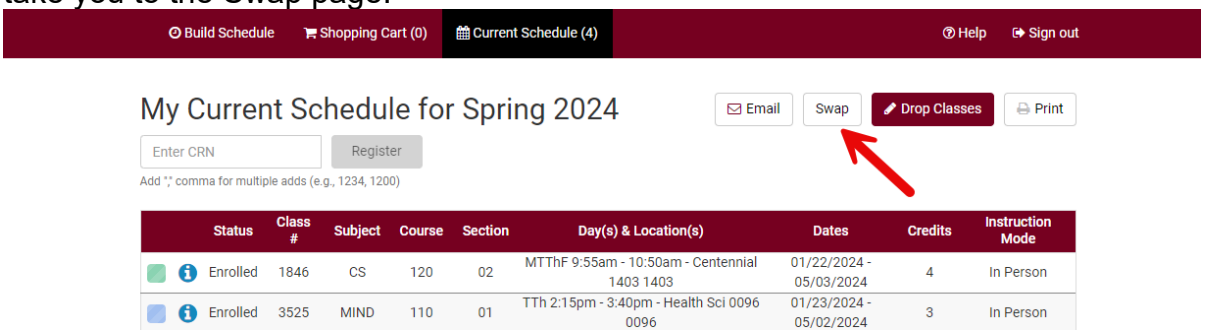
    b. In **Schedule Planner**, select the correct term for the current schedule and click **Save and Continue.**



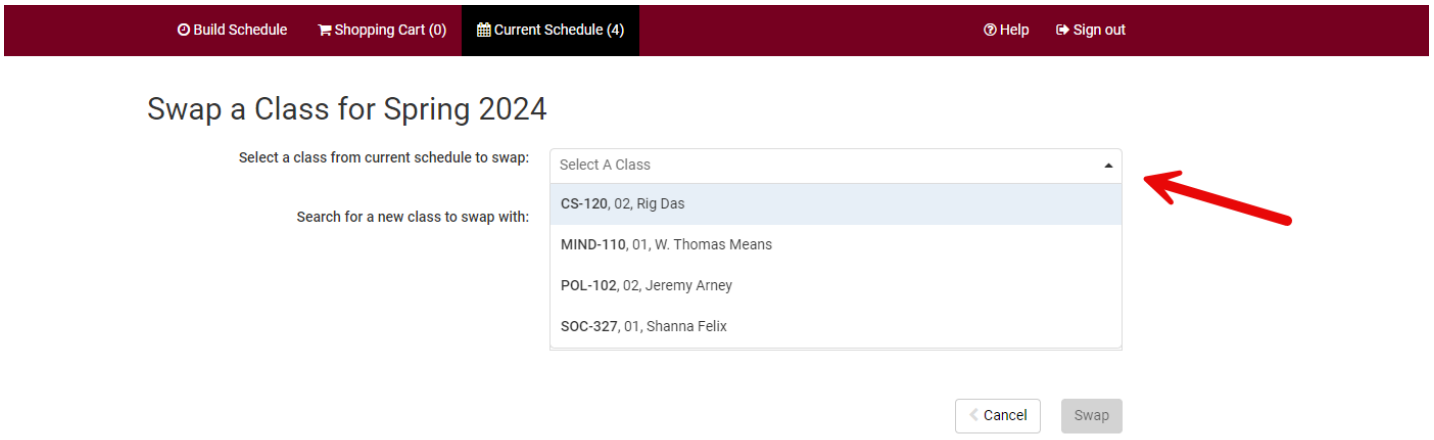
c. In **Schedule Planner**, click on the on the **Current Schedule.**



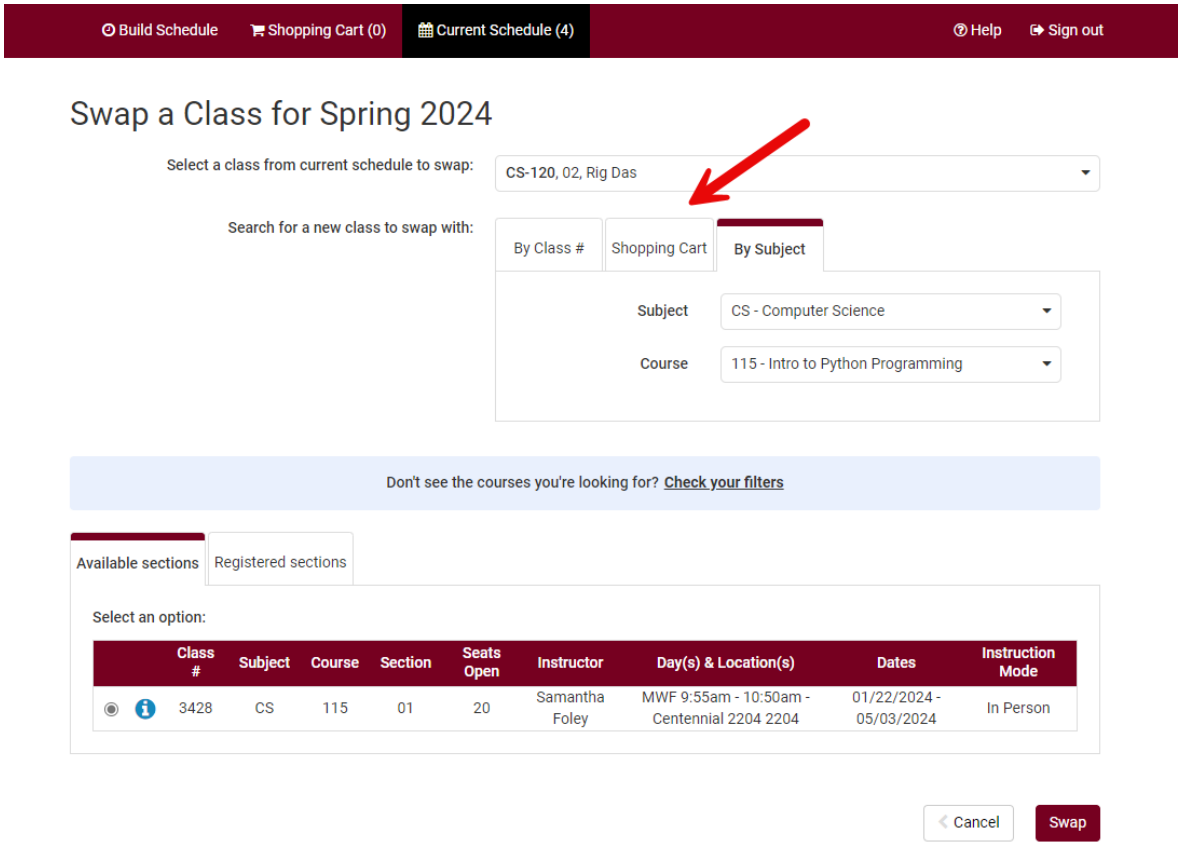
d. Click on the **SWAP** button on the **Current Schedule** page. This will take you to the Swap page.



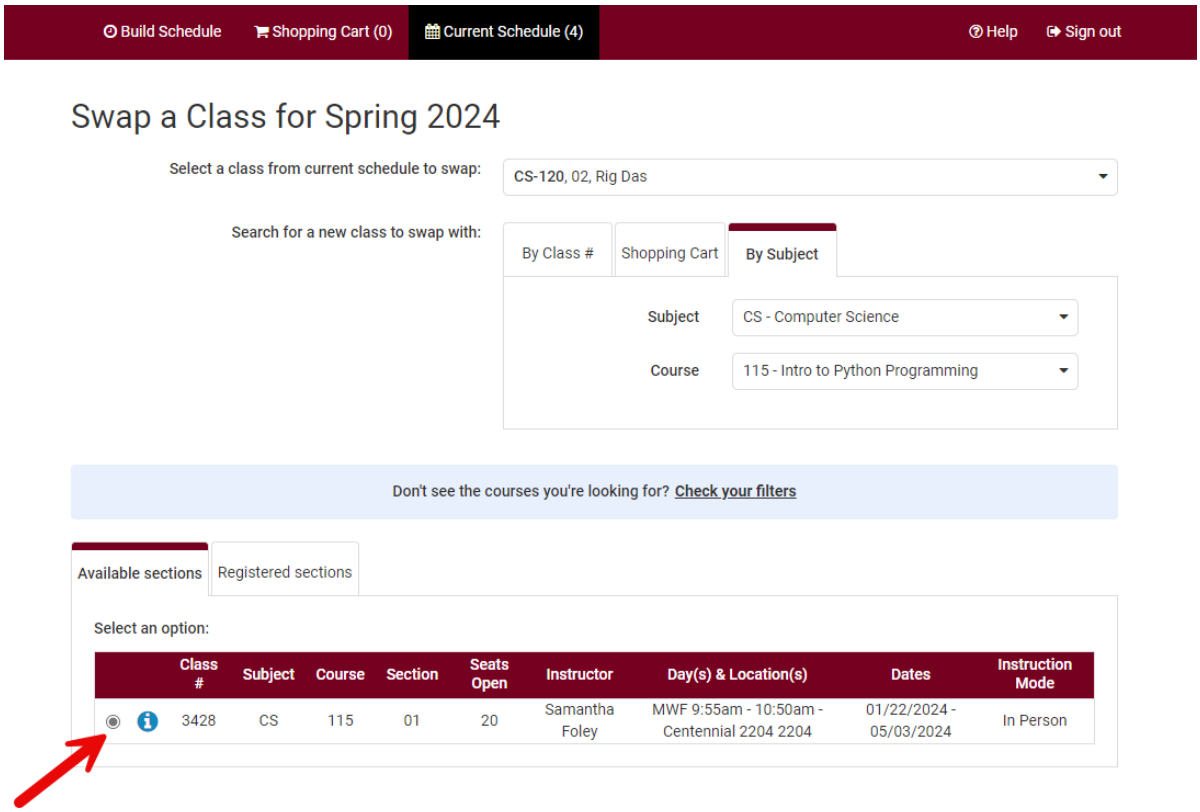
2. From the drop down, select the class you want to swap from your current schedule.



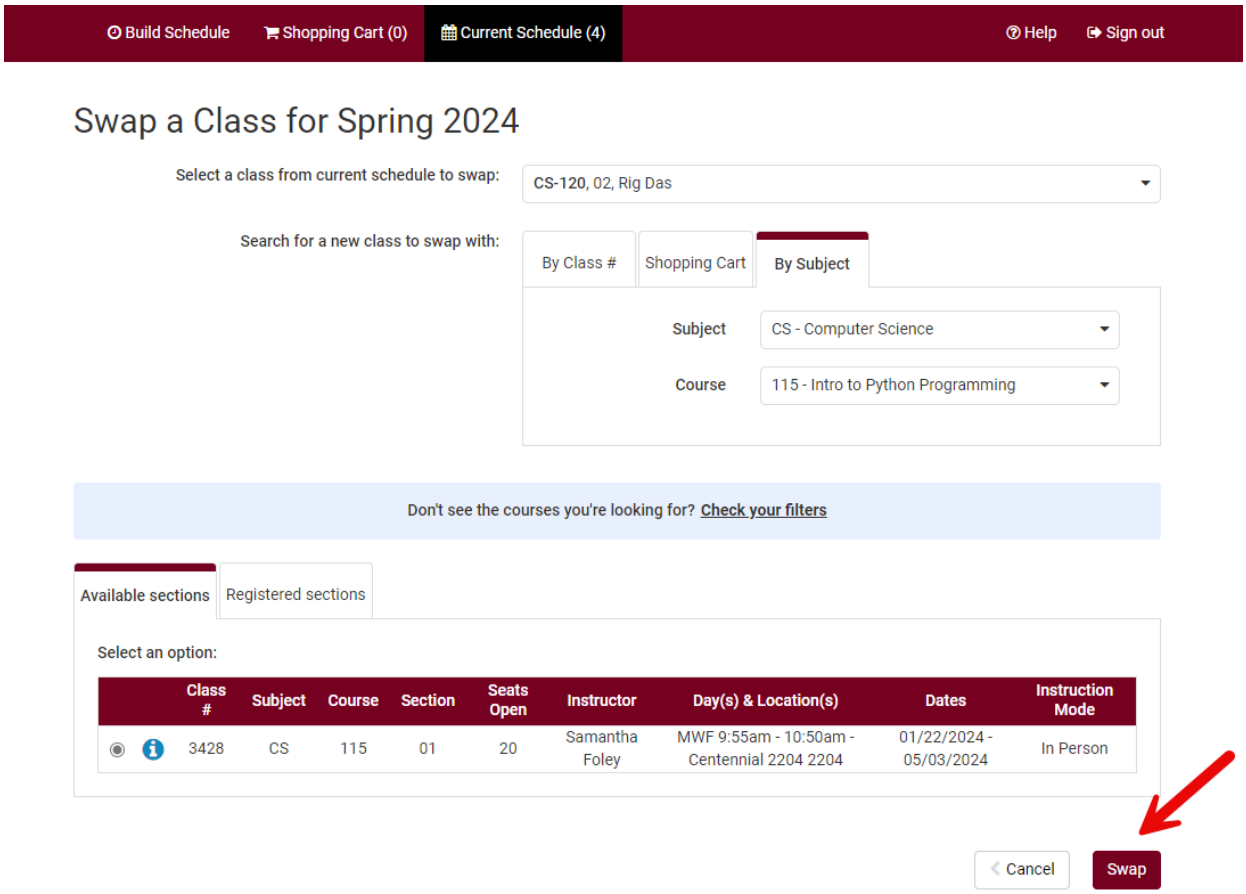
3. Search for the new class by class number, your shopping cart or subject.



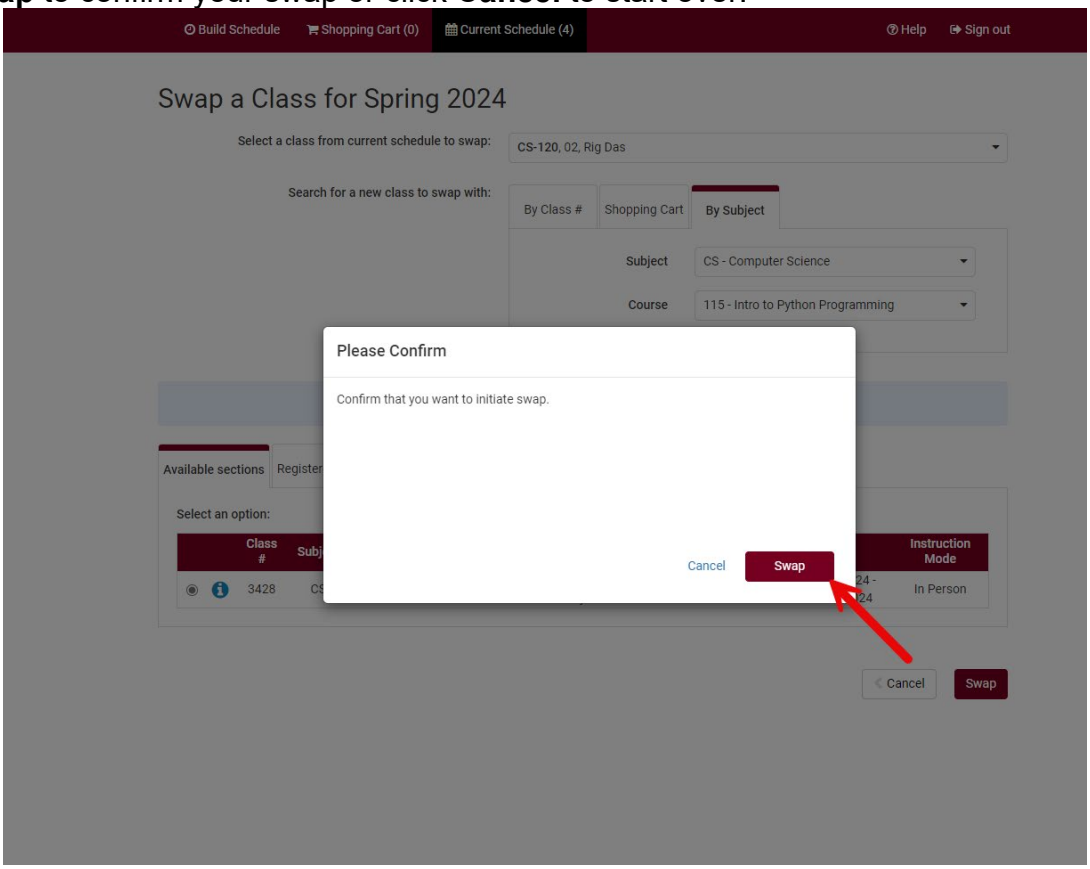
4. Select the new class you want to swap.



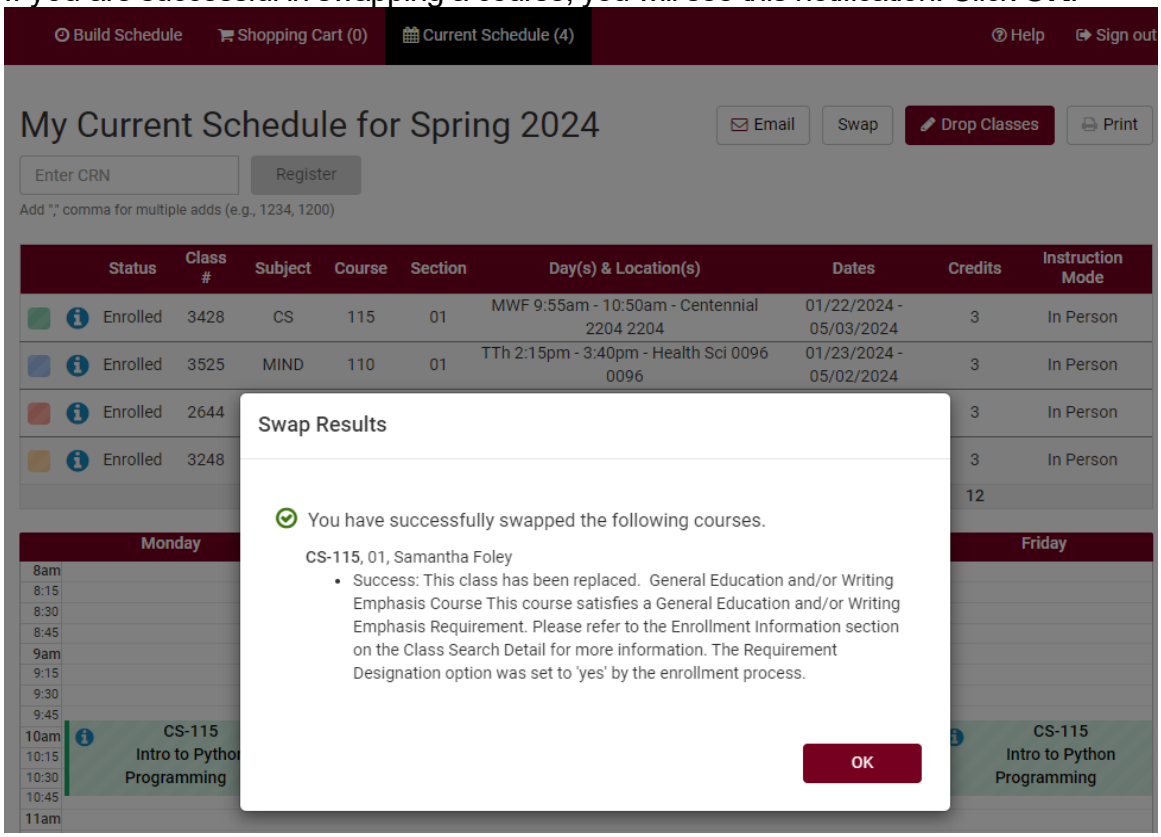
5. Click the **Swap** button.



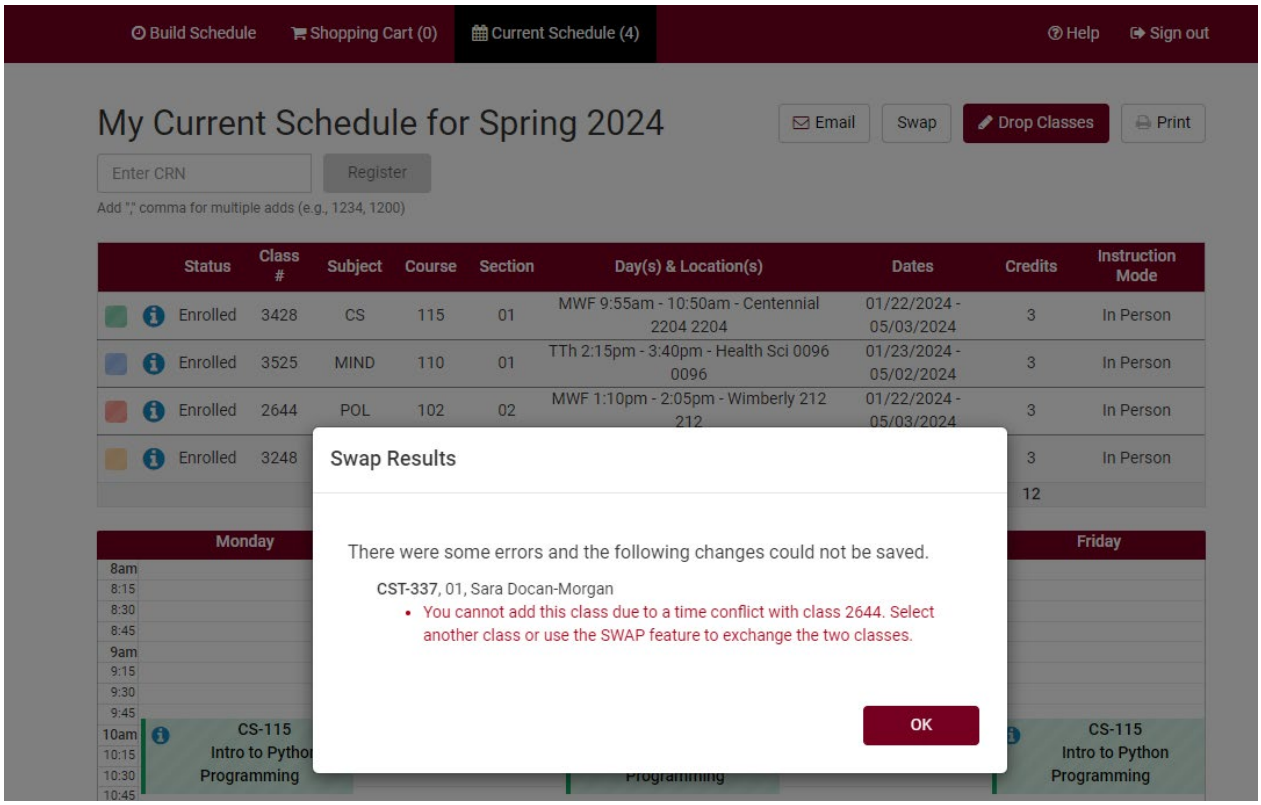
6. Click **Swap** to confirm your swap or click **Cancel** to start over.



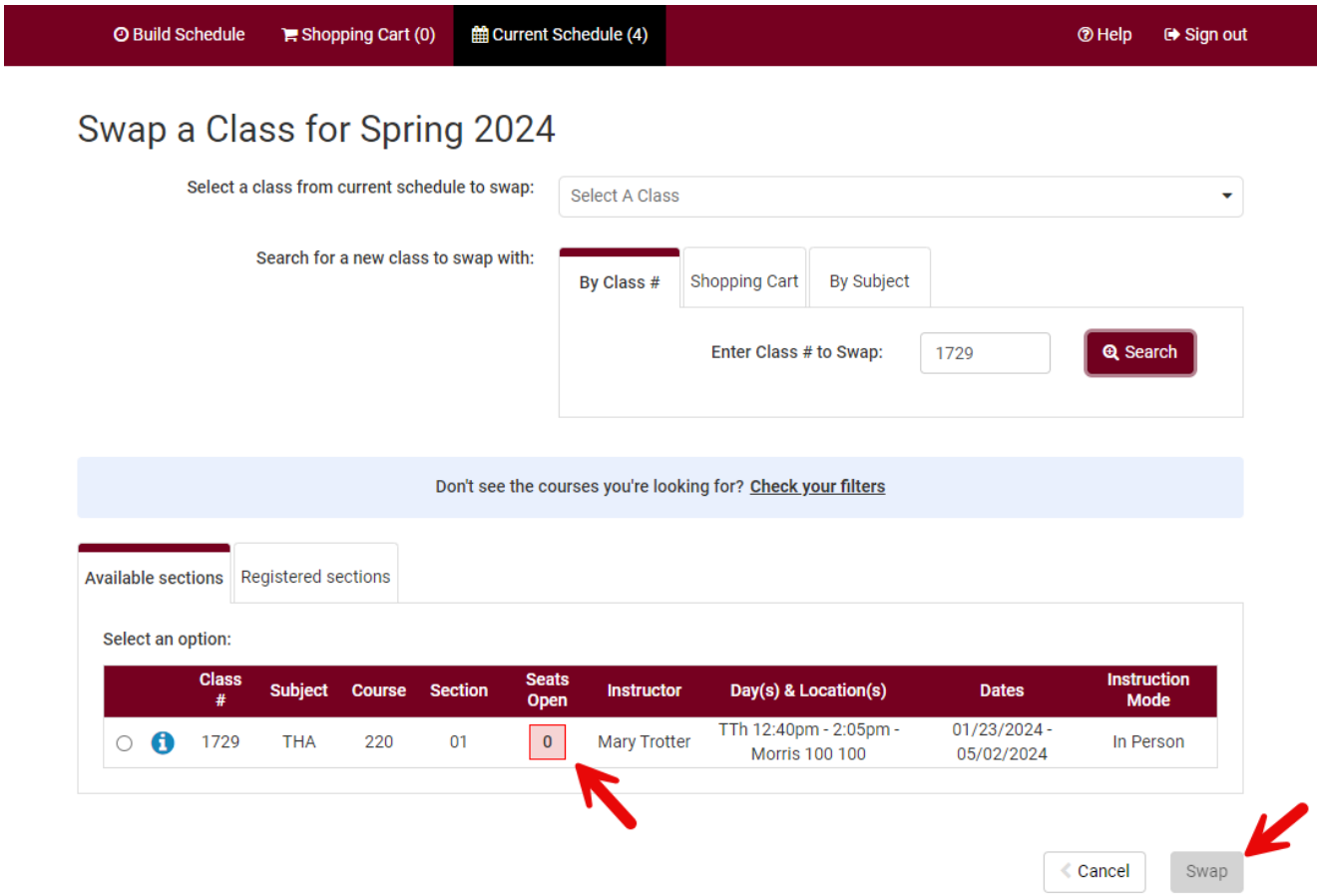
7. If you are successful in swapping a course, you will see this notification. Click **OK**.



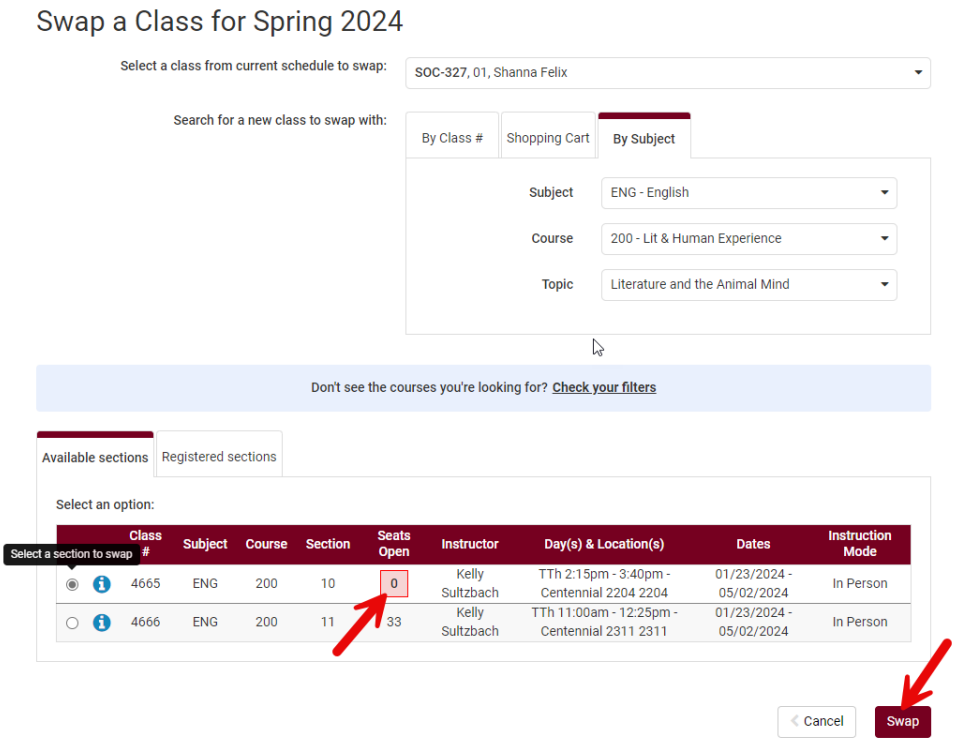
If there is an issue, an error message will pop up to explain why the swap cannot occur:



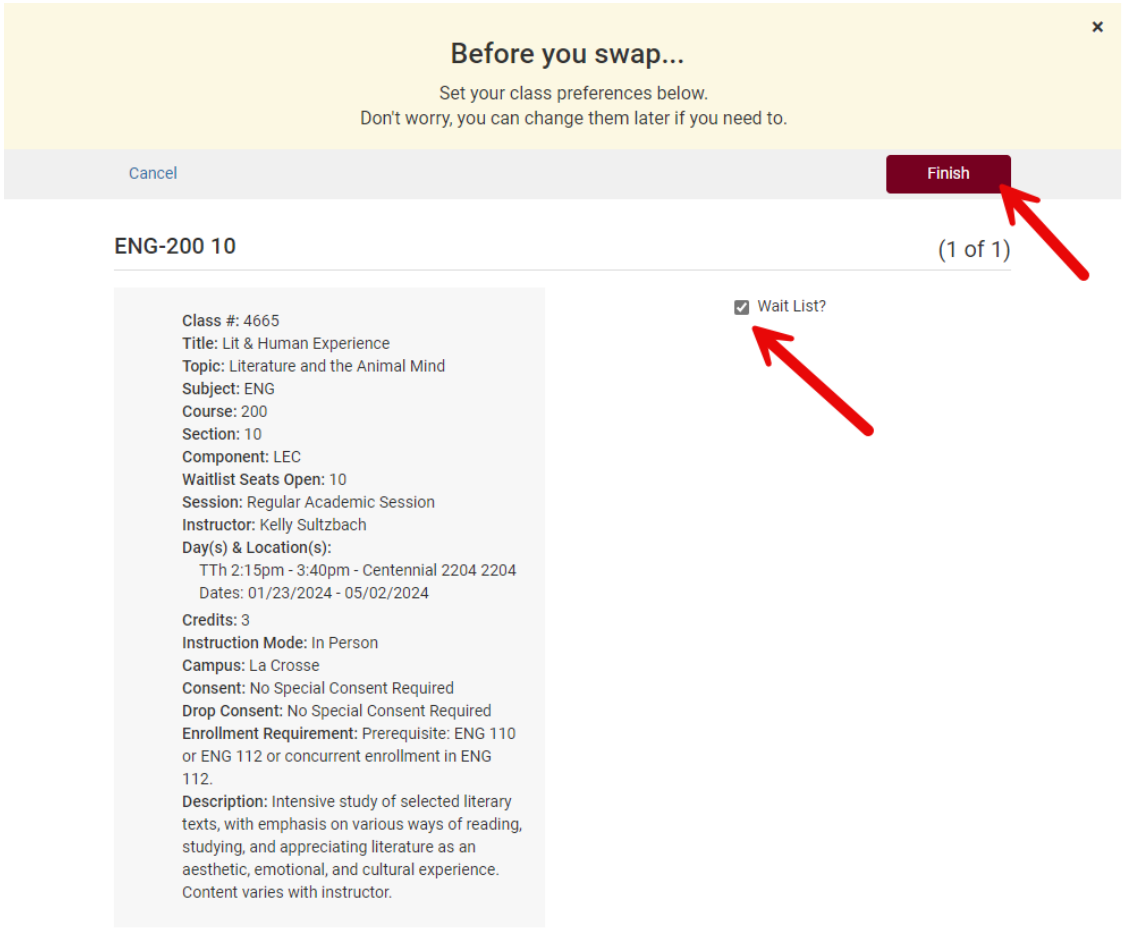
If there are no open seats in a class, the swap button will be grayed out and you will not be able to swap:



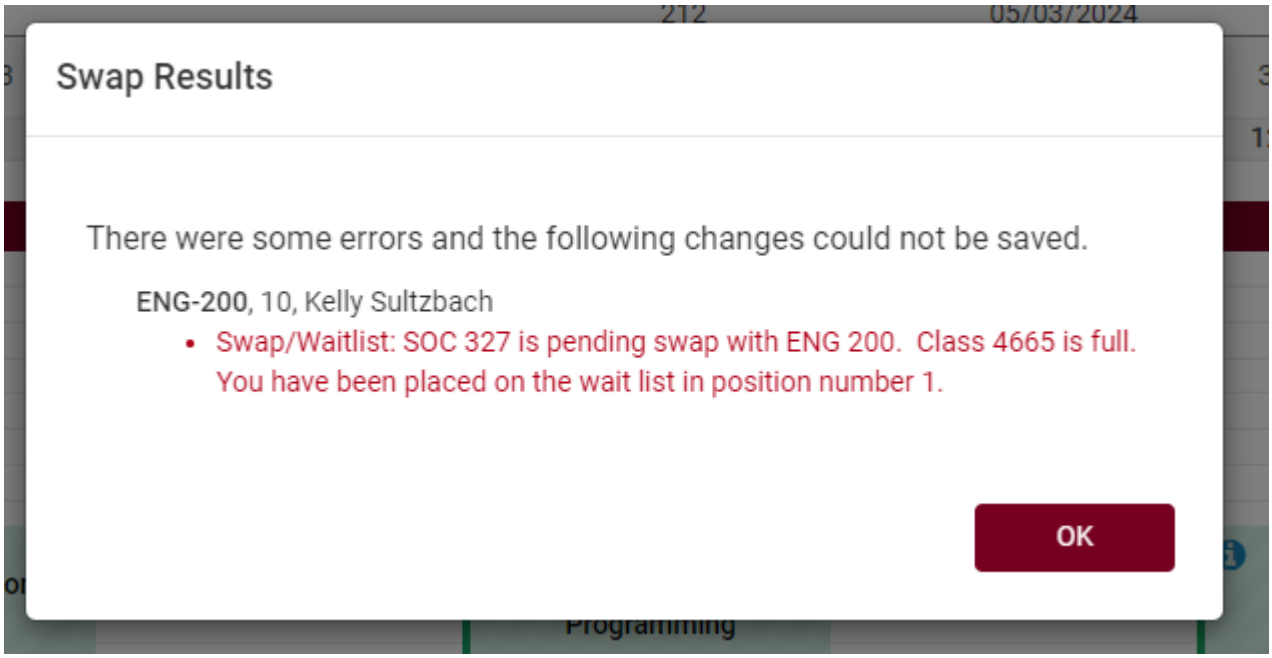
If there are no open seats in a class, but there is a wait list the swap button will be available to select:



Check the "wait list" box and click **Finish**.



You will get a confirmation you have been added to the wait list for this class and that the swap is pending:



Please note:

- You will not be allowed to swap onto a wait list of a combined section. A combined section will be marked in the notes.

- You cannot swap courses after the fifth day of the semester. After that time, you will need instructor or advisor permission to drop the old course and instructor permission to add the new.

- Swapping is most useful when you don't want to drop a class unless you can get into another class at the same time.

- Remember, if you are getting onto a wait list and there are issues with your schedule (time conflicts, too many credits, etc), it will still allow you onto the wait list as long as there is a seat and you meet prerequisites. However, if a seat opens up, the system **will not** register you and you will be skipped over. Always check your schedule before adding yourself to a wait list.

- If you have questions about or need assistance swapping, contact the Records and Registration Office at records@uwlax.edu or 117 Graff Main Hall.