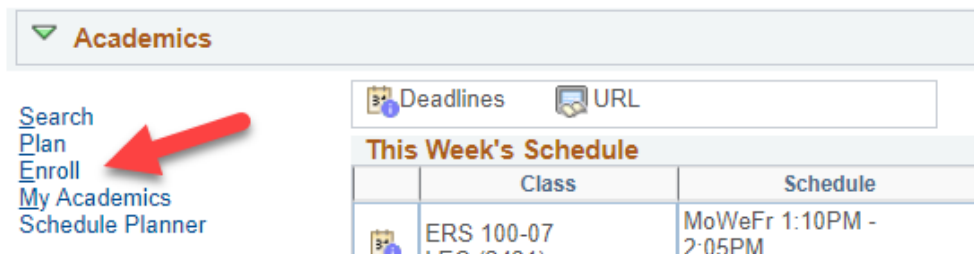


# How to Swap a Class

1. To start:

- a. In your **WINGS Student Center**, click the **Enroll** link under the **Academics** section.

[Stryker's Student Center](#)



**Academics**

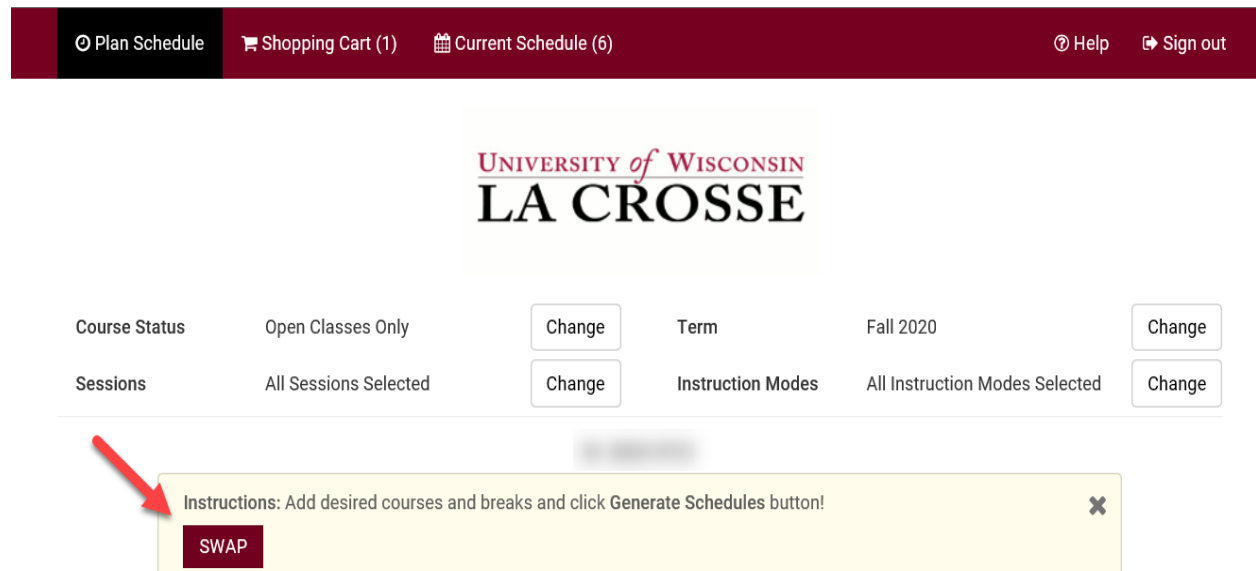
Search  
Plan  
**Enroll**  
My Academics  
Schedule Planner

Deadlines URL

**This Week's Schedule**

	Class	Schedule
	ERS 100-07	MoWeFr 1:10PM - 2:05PM

- b. In **Schedule Planner**, click on the **SWAP** button on the **Plan Schedule** page. This will take you to the Swap page in your WINGS Student Center.



Plan Schedule Shopping Cart (1) Current Schedule (6) Help Sign out

UNIVERSITY of WISCONSIN  
**LA CROSSE**

Course Status Open Classes Only  Term Fall 2020

Sessions All Sessions Selected  Instruction Modes All Instruction Modes Selected

Instructions: Add desired courses and breaks and click Generate Schedules button!

2. Select your **term** and click the green **Continue** button.

Stryker Eagle

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)

**Add Classes** 1 2 3

### Select Term

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Spring 2020	Undergraduate	UW-La Crosse
<input type="radio"/> Summer 2020	Undergraduate	UW-La Crosse
<input type="radio"/> Fall 2020	Undergraduate	UW-La Crosse

[Continue](#)

3. Select the **Swap** tab. Then choose the course from your schedule that you would like to swap out from the **select from your schedule** drop-down menu.

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**Swap a Class** 1 2 3

#### 1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Fall 2020 | Undergraduate | UW-La Crosse [Change Term](#)

**Swap This Class**

Select from your schedule

**With This Class**

Search for Class

----- OR -----

Enter Class Nbr  [Enter](#)

[My Fall 2020 Class Schedule](#)

- Search for the course that you would like to swap it with by clicking **Search** or by entering the four-digit Class Nbr that is assigned by WINGS to individual sections.

**With This Class**

Search for Class

----- OR -----

Enter Class Nbr

▶ **My Fall 2020 Class Schedule**

- If you entered the **Class Nbr**, click **Enter**. If you found the section in the search, click **Select**.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1719	05-LEC Regular	TuTh 9:25AM - 10:50AM	TBA	Tiffany Trimmer	09/08/2020 - 12/16/2020	<span style="color: green;">●</span>	<input type="button" value="Select"/>

Topic: Migration  
Notes: This is a combined section class

- Review the section to see which one of the following applies:
  - If it is **open**, it has a green circle. Click **Next** to continue.

### 1. Select a class to swap - Enrollment Preferences

Fall 2020 | Undergraduate | UW-La Crosse  
HIS 110 - World History

**Class Preferences**

HIS 110-05      Lecture      ● Open

Topic Migration      **Wait List**  Wait list if class is full

Session Regular Academic Session      **Grading** Graded

Career Undergraduate      **Units** 3.00

**Enrollment Information**      **Requirement Designation** GE04-1: World History

- GE04: International and Multicultural Studies

Section	Component	Topic	Days & Times	Room	Instructor	Start/End Date
05	Lecture	Migration	TuTh 9:25AM - 10:50AM	TBA	Tiffany Trimmer	09/08/2020 - 12/16/2020

- b. If the section is **closed** (no seats available), there will be a blue box at the top. You will not be able to swap with this class unless you have an electronic class permission (a.k.a. override). If you have an override, click **Next** to continue.

### 1. Select a class to swap - Enrollment Preferences

Fall 2020 | Undergraduate | UW-La Crosse  
 HIS 110 - World History

**Class Preferences**

HIS 110-05	Lecture	<span style="border: 2px solid orange; border-radius: 50%; padding: 2px;">Closed</span>		Grading Graded
	Topic Migration			Units 3.00
	Session Regular Academic Session		Requirement Designation	GE04-1: World History
	Career Undergraduate			

- c. If it is **closed but has a wait list**, it will have a yellow triangle. To get on the wait list for a class with a yellow triangle during the swap, select the wait list if class is full option. Click **Next** to continue.

### 1. Select a class to swap - Enrollment Preferences

Fall 2020 | Undergraduate | UW-La Crosse  
 HIS 110 - World History

**Class Preferences**

HIS 110-05	Lecture	<span style="border: 2px solid orange; border-radius: 50%; padding: 2px;">▲ Wait List</span>		<span style="border: 2px solid orange; border-radius: 50%; padding: 2px;">Wait List <input checked="" type="checkbox"/> Wait list if class is full</span>
	Topic Migration			Grading Graded
	Session Regular Academic Session			Units 3.00
	Career Undergraduate		Requirement Designation	GE04-1: World History

Enrollment Information

**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.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1719	05-LEC Regular	TuTh 9:25AM - 10:50AM	TBA	Tiffany Trimmer	09/08/2020 - 12/16/2020	▲	<span style="border: 1px solid #ccc; padding: 2px 10px;">Select</span>
Topic: Migration Notes: This is a combined section class							

- Review the swap and then click the **Finish Swapping** button if you are ready to continue. Or click **Cancel** to start over.

## 2. Confirm your selection

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

Fall 2020 | Undergraduate | UW-La Crosse

▼ **You are replacing this class**

✔ Enrolled      ✕ Dropped      ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
HIS 110-22 (3605)	World History (Lecture)	MoWeFr 12:05PM - 1:00PM	TBA	G. Iguchi	3.00	✔

▼ **With this class**

● Open      ■ Closed      ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
HIS 110-05 (1719)	World History (Lecture)	TuTh 9:25AM - 10:50AM	TBA	T. Trimmer	3.00	●

Cancel
Finish Swapping

## 8. View results.

- A green check mark ✔ in the status field indicates that you have successfully swapped courses.
- A red ✕ indicates that you **have not** successfully swapped. If you received an ✕, review the error text to understand why. If you need help understanding why the error, contact the Records and Registration Office.

Stryker Eagle go to ...

Search
Plan
Enroll
My Academics

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Term Information](#)

Swap a Class 1 2 3

## 3. View results

View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.

Fall 2020 | Undergraduate | UW-La Crosse

✔ Success: Classes were swapped
 ✕ Error: Unable to swap class

Class	Message	Status
Swap HIS 110 with HIS 110	Error: You cannot add this class due to a time conflict with class 1637. Select another class or use the SWAP feature to exchange the two classes.	✕

My Class Schedule

9. Review your class schedule to ensure that you have successfully swapped your courses.
10. Some reasons why it might not swap:
  - a. There is a time conflict in your schedule with the class you are swapping into.
  - b. The class is full or the wait list is full.
  - c. The class you are swapping out of or into has linked sections such as a discussion or lab that are causing conflicts or don't have a seat, even though there is a seat in the lecture.

**Please note:**

- You cannot swap courses after the fifth day of the semester. After that time, you will need instructor or advisor permission to swap (need permission for both courses).
- 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](mailto:records@uwlax.edu) or 117 Graff Main Hall.