

Swapping onto a Wait List

(when registering in WINGS, not Schedule Planner)

You want to get on a wait list for a class, but you don't want to lose your 2nd choice in the event a seat doesn't open up in your 1st choice. What do you do?

Register into your backup class first, then use the **SWAP** feature to enroll on the wait list of your 1st choice. If a seat becomes available and you are at the top of the wait list with no conflicts or errors, WINGS will drop your backup class and add your desired class. If you never get enrolled off the wait list, you are not dropped from your 2nd choice.

Situations that can be solved by setting up the swap correctly:

- **Time conflicts with another class**
- **The class you want will put you over 18 credits**
 - If the class is three credits and will put you at 18 or more credits, use a 3 credit class you are already enrolled in to use in the swap. If you get into your 1st choice, the other class will be dropped.
- **Already enrolled in one section of the class but you prefer to have a different section**

You must be enrolled in the class you plan to drop before you attempt the swap transaction. You can be in a maximum of 12 wait listed credits.

Directions:

1. **Register into your back up course first.** This can be done in WINGS or Schedule Planner, but the following steps must be done in WINGS.
2. In WINGS, start a new enrollment action by going to the **Swap tab** of the enrollment area. This is under the **Enroll** link or the **Enrollment: Swap** option in the drop down menu of the Academics section of your homepage.

The screenshot shows the WINGS interface. On the left, there is a navigation menu with the following items: Search, Plan, Enroll, My Academics, and Schedule Planner. The 'Enroll' item is highlighted in yellow, and a red arrow points to it. Below the menu, there is a dropdown menu with the text 'other academic...' and a right-pointing arrow. The dropdown menu is open, showing the following options: Academic Planner, Advisement Report -AR, Apply for Graduation, Class Schedule, Course History, Enrollment: Add, Enrollment: Drop, Enrollment: Swap, and Exam Schedule. The 'Enrollment: Swap' option is highlighted in yellow, and a red arrow points to it. On the right side of the screenshot, there is a 'Fall 2020 Schedule' table. The table has three columns: 'Class', 'Schedule', and 'URL'. The table contains the following data:

	Class	Schedule
	EDS 463-01 LEC (2925)	Mo 12:05PM - 2:50PM Morris 355
	GCL 310-01 LEC (4128)	We 2:15PM - 3:40PM Graff Main 247
	HED 207-02 LEC (2181)	TuTh 11:00AM - 12:25PM Cartwright 339
	MUS 317-411 LEC (1883)	Internet

3. Choose the class to drop from the **Swap This Class** drop down. (This is the class that will be dropped.) Search for the class or enter the 4-digit Class Nbr in the **With This Class** section. (This is your preferred class with the wait list.) Click **Enter** when done.

Search | Plan | **Enroll** | My Academics

My Class Schedule | Add | Drop | **Swap** | Term Information


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.

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Swap This Class

Select from your schedule 

With This Class

Search for Class

----- OR -----

Enter Class Nbr 

▶ **My Fall 2020 Class Schedule**

4. If the class has linked lecture/lab, choose your preferred section or review the information and click **Next**.
5. Click the box **Wait list if class is full**. Then click **Next**.

1. Select a class to swap - Enrollment Preferences

Fall 2020 | Undergraduate | UW-La Crosse
SPA 302 - Spain: Conversation & Culture

Class Preferences

SPA 302-01 Lecture ▲ Wait List

Wait List Wait list if class is full

Session Regular Academic Session

Grading Graded

Career Undergraduate

Units 3.00

Enrollment Information

- Prerequisite: SPA 202 or SPA 221 or placement based on UW System Placement Test scores.

Cancel

Previous

Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	Tu 7:45AM - 9:10AM	Centennial 2305	Victoria Calmes	09/08/2020 - 12/16/2020

NOTES

Class Notes This class has additional fees associated with it. Please navigate to www.uwlax.edu/cashiers and click on the Special Course Fees link for details. Students enrolled in this class should not schedule other activities during this class time. The instructor will inform students at the beginning of the semester which days attendance is required and/or encouraged.

6. Review the swap. When ready, click **Finish Swapping**.

2. Confirm your selection

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

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You are replacing this class

✔ Enrolled

✘ Dropped

▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
GCL 310-01 (4128)	Theories/RSrch 2nd Lang Acquis (Lecture)	We 2:15PM - 3:40PM	Graff Main 247	C. Mitchell	3.00	✔

With this class

● Open

■ Closed

▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
SPA 302-01 (4047)	Spain: Conversation & Culture (Lecture)	Tu 7:45AM - 9:10AM	Centennial 2305	V. Calmes	3.00	▲

Cancel

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 backup class will be dropped and your wait listed class will be added as long as there are no errors. You will receive an email if you are registered into the class or if there was an error registering. If there was an


error, the email will include what the error was.

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.

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 Success: Classes were swapped  Error: Unable to swap class

Class	Message	Status
Swap GCL 310 with SPA 302	Message: Class 4047 is full. You have been placed on the wait list in position number 3.	

[My Class Schedule](#)

Contact the Records and Registration Office with questions or if you got an email about an error that you do not understand.