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

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.