SWAP in Schedule Planner

1. To swap a new course with one already in your schedule, click on the SWAP button on the Plan Schedule page to take you back into your WINGS Student Center.

2. Once back in WINGS, go to the Enrollment: Swap Classes page which can be found by following the Enroll link on your homepage. Select the class in your schedule that you want to swap out.

3. Search for the class section that you want to add. Once you find it, select the section.
4. If the class is full and has a wait list, a “wait list if class is full” checkbox will appear. Select it if you want to get put on the wait list. Leave this blank if you have a class permission to get into the class. When ready, click **Next**.

5. Review the swap and then click **Finish Swapping**. If you were put on a wait list, a message will show your position on the wait list. If you were successfully registered, you will receive a green check mark.

*Please note:* when swapping onto a wait list, you should register in your backup class first, and then use the Swap feature shown here to get onto the wait list of your first choice.