SWAPPING 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 by clicking the **Search** button in the **With This Class** section.

4. Review the section

   a. If it is **open**, it has a green circle. Click **Next** to continue.

   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.
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.

5. Review the swap and then click **Finish Swapping** if you are ready to continue. Or click "Cancel" to start over.
6. View results.
   a. A green check mark ✔ in the status field indicates that you have successfully swapped courses.
   b. 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.

7. **Note:**
   a. 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).
   b. 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.
   c. You will not be allowed to swap onto a wait list of a combined section. A combined section will be marked in the notes.