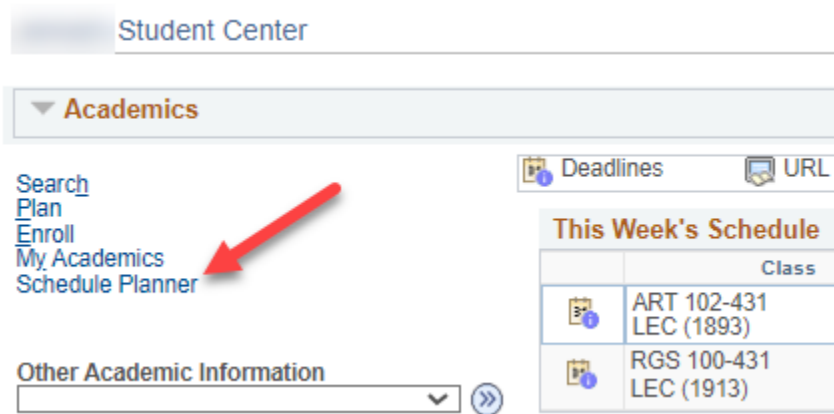


Swap a Class in WINGS

See also **Swapping onto a Waitlist in WINGS.*

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



Student Center

Academics

Search
Plan
Enroll
My Academics
Schedule Planner

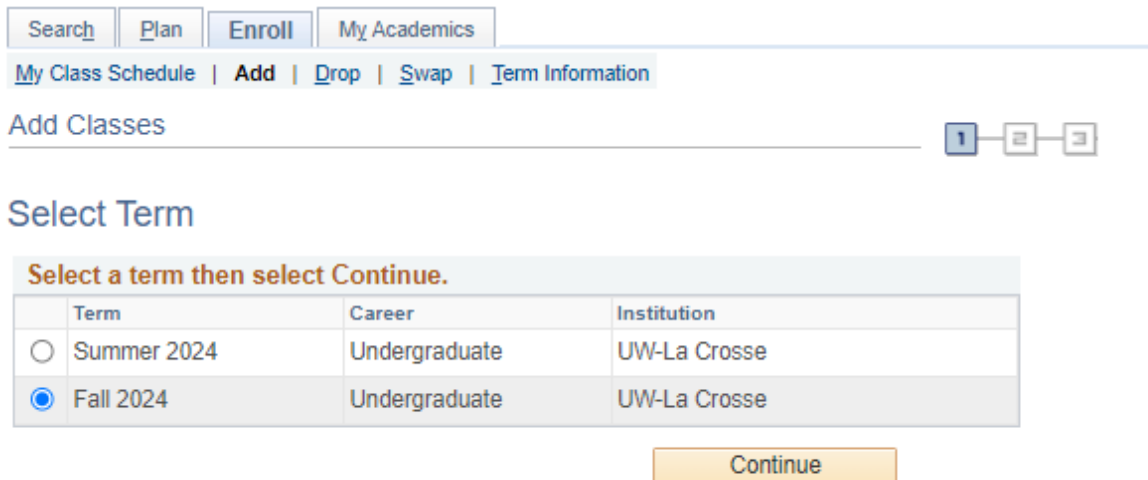
Deadlines URL

This Week's Schedule

	Class
ART 102-431 LEC (1893)	
RGS 100-431 LEC (1913)	

Other Academic Information

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



Search Plan **Enroll** My Academics

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

Add Classes

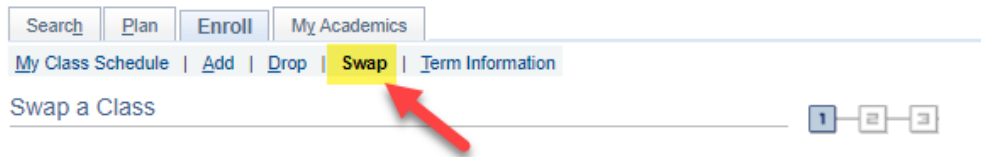
Select Term

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	Summer 2024	Undergraduate	UW-La Crosse
<input checked="" type="radio"/>	Fall 2024	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.



1. Select a class to swap

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

Fall | Undergraduate | UW-La Crosse Change Term

Swap This Class

Select from your schedule ▼

- GEO 110: World Cultural Regions
- ART 102: Art Appreciation
- GEO 110: World Cultural Regions
- MTH 150: College Algebra

With This Class

Search for Class ▼ Search

----- OR -----

Enter Class Nbr Enter

4. 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 ▼ Search

----- OR -----

Enter Class Nbr Enter

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

▼ GEO 110 - World Cultural Regions							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
2196	01-LEC Semester	MoWeFr 8:50AM - 9:45AM	Cowley 215	John Kelly	09/03/2024 - 12/11/2024	●	Select

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


Swap a Class



1. Select a class to swap - Enrollment Preferences

Fall 2024 | Undergraduate | UW-La Crosse
GEO 110 - World Cultural Regions

Class Preferences

GEO 110-01 Lecture  Open

Session Regular Academic Session
Career Undergraduate

Wait List Wait list if class is full

Grading Graded

Units 3.00

Enrollment Information

- GE04 List 2: Global & Multicultural Studies

Requirement Designation GE04-2: Global/Multicultural Studies

Cancel

Next


Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWeFr 8:50AM - 9:45AM	Cowley 215	John Kelly	09/03/2024 - 12/11/2024

- 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 2024 | Undergraduate | UW-La Crosse
GEO 110 - World Cultural Regions

Class Preferences

GEO 110-411 Lecture  Closed

Session Regular Academic Session
Career Undergraduate

Grading Graded

Units 3.00

Enrollment Information

- GE04 List 2: Global & Multicultural Studies

Requirement Designation GE04-2: Global/Multicultural Studies

Cancel

Next


Section	Component	Days & Times	Room	Instructor	Start/End Date
411	Lecture	TBA	Internet	Shrobona Karkun Sen	09/03/2024 - 12/11/2024

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

1. Select a class to swap - Enrollment Preferences

Fall 2024 | Undergraduate | UW-La Crosse
GEO 110 - World Cultural Regions

Class Preferences

GEO 110-01 Lecture  Wait List **Wait List** Wait list if class is full

Session Regular Academic Session Grading Graded

Career Undergraduate Units 3.00

Enrollment Information Requirement Designation GE04-2: Global/Multicultural Studies

- GE04 List 2: Global & Multicultural Studies

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWeFr 8:50AM - 9:45AM	Cowley 215	John Kelly	09/03/2024 - 12/11/2024


7. 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 2024 | Undergraduate | UW-La Crosse

You are replacing this class

Enrolled Dropped  Wait Listed




Class	Description	Days/Times	Room	Instructor	Units	Status
GEO 110-03 (2476)	World Cultural Regions (Lecture)	MoWeFr 12:05PM - 1:00PM	Cowley 215	D. Sambu	3.00	<input checked="" type="checkbox"/>

With this class

Open Closed  Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
GEO 110-01 (2196)	World Cultural Regions (Lecture)	MoWeFr 8:50AM - 9:45AM	Cowley 215	J. Kelly	3.00	<input checked="" type="checkbox"/>

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.

3. View results

View the results of your swap request. If a red error is given, select Swap link at the top to return to step 1 and change your swap choices.

Fall 2024 | Undergraduate | UW-La Crosse

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

Class	Message	Status
Swap GEO 110 with GEO 110	Error: Class 2450 is full. If a wait list is available, select the Swap link at the top to return to step 1. Set up your swap again, and on the Enrollment Preference step, select the "wait list if class is full" option and resubmit your request.	✘

[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 waitlist 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:

- Swapping is most useful when you don't want to drop a class unless you can get into another class at the same time.
- If there are issues with your potential schedule (time conflicts, too many credits, etc), it will still allow you to add yourself to the waitlist 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 waitlist.
- After the 5th day of the semester, you will need instructor or advisor permission to drop the old course and instructor permission to add the new before you can swap.
- You will not be allowed to swap onto a waitlist if the section does not have a waitlist. Whether there's a waitlist will be marked in the notes.
- If you have questions about or need assistance swapping, contact the Records and Registration Office at records@uwlax.edu or 117 Graff Main Hall.