How to Swap a Class

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

   ![Image of WINGS Student Center UI with Enroll link highlighted]

   - **Academics**:
     - Search
     - Plan
     - Enroll
     - My Academics
     - Schedule Planner

   ![Image of WINGS Student Center UI with Enroll link clicked]

   ![Image of WINGS Student Center UI with Enroll link clicked, showing Swap page]

   **Stryker's Student Center**

   ![Image of Swap page in WINGS Student Center]

   ![Image of Swap page with instructions: Add desired courses and breaks and click Generate Schedules button]

   b. In **Schedule Planner**, click on the **SWAP** button on the **Plan Schedule** page. This will take you to the Swap page in your WINGS Student Center.

   ![Image of Swap page with instructions: Add desired courses and breaks and click Generate Schedules button]

   ![Image of Swap page with instructions: Add desired courses and breaks and click Generate Schedules button]
2. Select your term and click the green **Continue** button.

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.
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.

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

6. Review the section to see which one of the following applies:
   
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.

**Please note:** you will not be allowed to swap onto a wait list of a **combined section.** A combined section will be marked in the notes.
7. Review the swap and then click the **Finish Swapping** button if you are ready to continue. Or click **Cancel** to start over.

8. **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.
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 wait list 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:

- 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).

- Swapping is most useful when you don't want to drop a class unless you can get into another class at the same time.

- Remember, if you are getting onto a wait list and there are issues with your schedule (time conflicts, too many credits, etc), it will still allow you onto the wait list 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 wait list.

- If you have questions about or need assistance swapping, contact the Records and Registration Office at records@uw lax.edu or 117 Graff Main Hall.