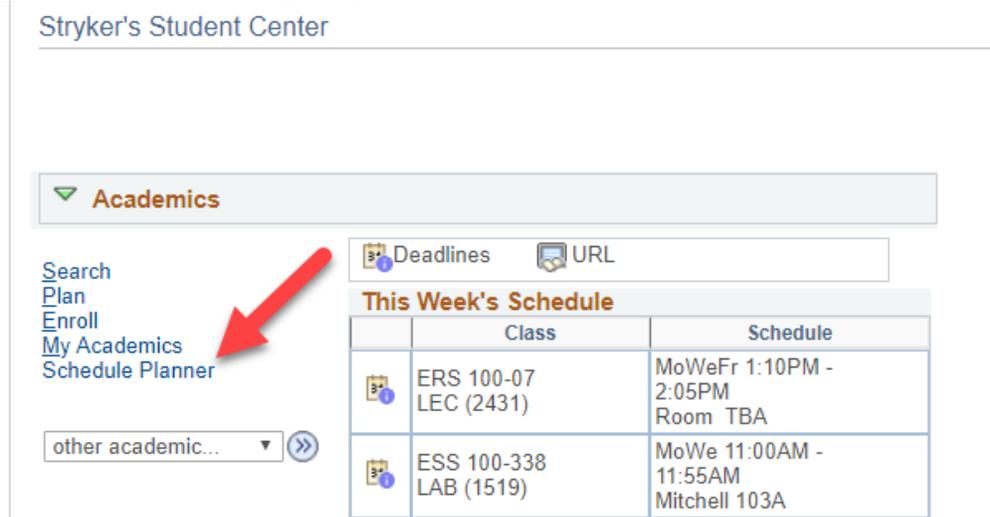


# How to Swap a Class using Schedule Planner

1. To start:

- a. Click the **Schedule Planner** link under the Academic section of your Student Center. A new window/tab will come up. If you are taken to a page with a green button that says **Open Schedule Planner**, click on that button.



- b. In **Schedule Planner**, select the correct term for the current schedule and click **Save and Continue**.



UNIVERSITY of WISCONSIN  
LA CROSSE

## Select Term

Term

- Fall 2023
- Winter 2024
- Spring 2024

Save and Continue

c. In **Schedule Planner**, click on the on the **Current Schedule**.

Build Schedule Shopping Cart (0) Current Schedule (0) Help Sign out

UNIVERSITY of WISCONSIN  
LA CROSSE

Course Status Open & Full Change Term Spring 2024 Change

Sessions All Sessions Selected Change Instruction Modes All Instruction Modes Selected Change

d. Click on the **SWAP** button on the **Current Schedule** page. This will take you to the Swap page.

Build Schedule Shopping Cart (0) Current Schedule (4) Help Sign out

My Current Schedule for Spring 2024 Email Swap Drop Classes Print

Enter CRN Register

Add \*, comma for multiple adds (e.g., 1234, 1200)

Status	Class #	Subject	Course	Section	Day(s) & Location(s)	Dates	Credits	Instruction Mode
Enrolled	1846	CS	120	02	MTThF 9:55am - 10:50am - Centennial 1403 1403	01/22/2024 - 05/03/2024	4	In Person
Enrolled	3525	MIND	110	01	TTh 2:15pm - 3:40pm - Health Sci 0096 0096	01/23/2024 - 05/02/2024	3	In Person

2. From the drop down, select the class you want to swap from your current schedule.

Build Schedule Shopping Cart (0) Current Schedule (4) Help Sign out

Swap a Class for Spring 2024

Select a class from current schedule to swap:

Select A Class

Search for a new class to swap with:

- CS-120, 02, Rig Das
- MIND-110, 01, W. Thomas Means
- POL-102, 02, Jeremy Arney
- SOC-327, 01, Shanna Felix

Cancel Swap

3. Search for the new class by class number, your shopping cart or subject.

Build Schedule Shopping Cart (0) Current Schedule (4) Help Sign out

### Swap a Class for Spring 2024

Select a class from current schedule to swap: CS-120, 02, Rig Das

Search for a new class to swap with:

By Class # Shopping Cart By Subject

Subject CS - Computer Science

Course 115 - Intro to Python Programming

Don't see the courses you're looking for? [Check your filters](#)

Available sections Registered sections

Select an option:

Class #	Subject	Course	Section	Seats Open	Instructor	Day(s) & Location(s)	Dates	Instruction Mode	
<input checked="" type="radio"/>	3428	CS	115	01	20	Samantha Foley	MWF 9:55am - 10:50am - Centennial 2204 2204	01/22/2024 - 05/03/2024	In Person

Cancel Swap

4. Select the new class you want to swap.

Build Schedule Shopping Cart (0) Current Schedule (4) Help Sign out

### Swap a Class for Spring 2024

Select a class from current schedule to swap: CS-120, 02, Rig Das

Search for a new class to swap with:

By Class # Shopping Cart By Subject

Subject CS - Computer Science

Course 115 - Intro to Python Programming

Don't see the courses you're looking for? [Check your filters](#)

Available sections Registered sections

Select an option:

Class #	Subject	Course	Section	Seats Open	Instructor	Day(s) & Location(s)	Dates	Instruction Mode	
<input checked="" type="radio"/>	3428	CS	115	01	20	Samantha Foley	MWF 9:55am - 10:50am - Centennial 2204 2204	01/22/2024 - 05/03/2024	In Person

Cancel Swap

5. Click the **Swap** button.

Select a class from current schedule to swap: CS-120, 02, Rig Das

Search for a new class to swap with:

By Class # Shopping Cart **By Subject**

Subject CS - Computer Science

Course 115 - Intro to Python Programming

Don't see the courses you're looking for? [Check your filters](#)

Available sections Registered sections

Select an option:

	Class #	Subject	Course	Section	Seats Open	Instructor	Day(s) & Location(s)	Dates	Instruction Mode
<input checked="" type="radio"/>	3428	CS	115	01	20	Samantha Foley	MWF 9:55am - 10:50am - Centennial 2204 2204	01/22/2024 - 05/03/2024	In Person

6. Click **Swap** to confirm your swap or click **Cancel** to start over.

Please Confirm

Confirm that you want to initiate swap.

7. If you are successful in swapping a course, you will see this notification. Click **OK**.

The screenshot shows a web interface for a university's course management system. At the top, there are navigation links: "Build Schedule", "Shopping Cart (0)", "Current Schedule (4)", "Help", and "Sign out". The main heading is "My Current Schedule for Spring 2024". Below this, there are buttons for "Email", "Swap", "Drop Classes", and "Print". A search bar with "Enter CRN" and a "Register" button is present. A table lists current classes with columns for Status, Class #, Subject, Course, Section, Day(s) & Location(s), Dates, Credits, and Instruction Mode. A modal dialog box titled "Swap Results" is open in the center. It contains a green checkmark icon and the text: "You have successfully swapped the following courses." Below this, it lists "CS-115, 01, Samantha Foley" and provides a success message: "Success: This class has been replaced. General Education and/or Writing Emphasis Course This course satisfies a General Education and/or Writing Emphasis Requirement. Please refer to the Enrollment Information section on the Class Search Detail for more information. The Requirement Designation option was set to 'yes' by the enrollment process." An "OK" button is at the bottom right of the dialog.

Status	Class #	Subject	Course	Section	Day(s) & Location(s)	Dates	Credits	Instruction Mode
Enrolled	3428	CS	115	01	MWF 9:55am - 10:50am - Centennial 2204 2204	01/22/2024 - 05/03/2024	3	In Person
Enrolled	3525	MIND	110	01	TTh 2:15pm - 3:40pm - Health Sci 0096 0096	01/23/2024 - 05/02/2024	3	In Person
Enrolled	2644						3	In Person
Enrolled	3248						3	In Person
							12	

If there is an issue, an error message will pop up to explain why the swap cannot occur:

The screenshot shows the same web interface as above, but with a different "Swap Results" dialog box. The dialog box title is "Swap Results" and the text reads: "There were some errors and the following changes could not be saved." Below this, it lists "CST-337, 01, Sara Docan-Morgan" and provides an error message: "You cannot add this class due to a time conflict with class 2644. Select another class or use the SWAP feature to exchange the two classes." An "OK" button is at the bottom right of the dialog.

Status	Class #	Subject	Course	Section	Day(s) & Location(s)	Dates	Credits	Instruction Mode
Enrolled	3428	CS	115	01	MWF 9:55am - 10:50am - Centennial 2204 2204	01/22/2024 - 05/03/2024	3	In Person
Enrolled	3525	MIND	110	01	TTh 2:15pm - 3:40pm - Health Sci 0096 0096	01/23/2024 - 05/02/2024	3	In Person
Enrolled	2644	POL	102	02	MWF 1:10pm - 2:05pm - Wimberly 212 212	01/22/2024 - 05/03/2024	3	In Person
Enrolled	3248						3	In Person
							12	

If there are no open seats in a class, the swap button will be grayed out and you will not be able to swap:

### Swap a Class for Spring 2024

Select a class from current schedule to swap:

Search for a new class to swap with:

By Class # Shopping Cart By Subject

Enter Class # to Swap:

Don't see the courses you're looking for? [Check your filters](#)

Available sections Registered sections

Select an option:

Class #	Subject	Course	Section	Seats Open	Instructor	Day(s) & Location(s)	Dates	Instruction Mode	
<input type="radio"/>	1729	THA	220	01	0	Mary Trotter	TTh 12:40pm - 2:05pm - Morris 100 100	01/23/2024 - 05/02/2024	In Person

If there are no open seats in a class, but there is a wait list the swap button will be available to select:

Select a class from current schedule to swap:

Search for a new class to swap with:

By Class # Shopping Cart By Subject

Subject:

Course:

Topic:

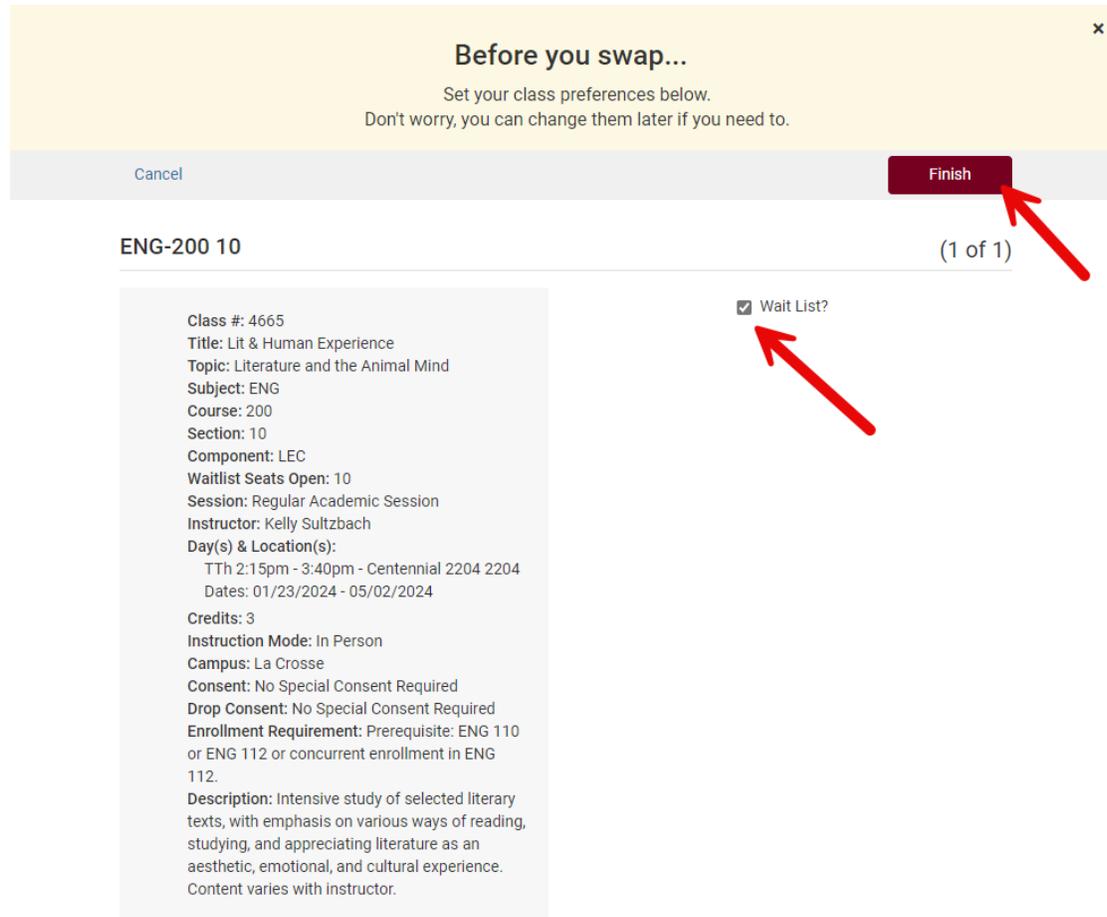
Don't see the courses you're looking for? [Check your filters](#)

Available sections Registered sections

Select an option:

Class #	Subject	Course	Section	Seats Open	Instructor	Day(s) & Location(s)	Dates	Instruction Mode	
<input checked="" type="radio"/>	4665	ENG	200	10	0	Kelly Sultzbach	TTh 2:15pm - 3:40pm - Centennial 2204 2204	01/23/2024 - 05/02/2024	In Person
<input type="radio"/>	4666	ENG	200	11	33	Kelly Sultzbach	TTh 11:00am - 12:25pm - Centennial 2311 2311	01/23/2024 - 05/02/2024	In Person

Check the "wait list" box and click **Finish**.



**Before you swap...**

Set your class preferences below.  
Don't worry, you can change them later if you need to.

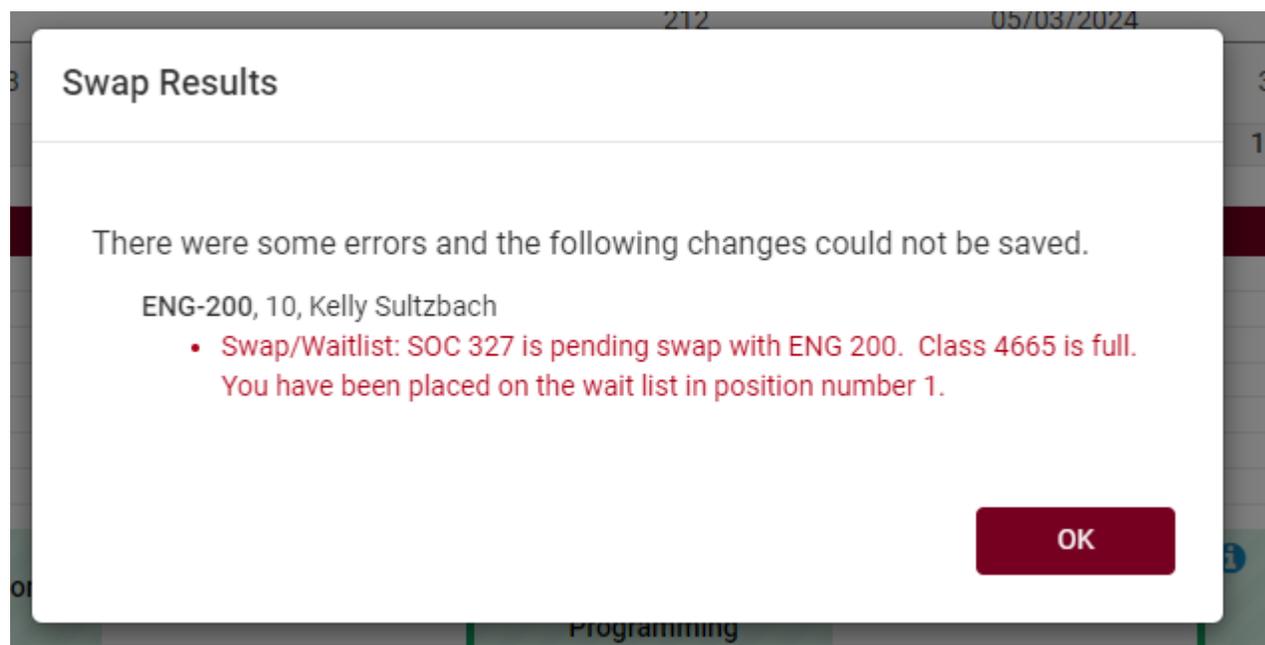
Cancel **Finish**

ENG-200 10 (1 of 1)

Wait List?

Class #: 4665  
Title: Lit & Human Experience  
Topic: Literature and the Animal Mind  
Subject: ENG  
Course: 200  
Section: 10  
Component: LEC  
Waitlist Seats Open: 10  
Session: Regular Academic Session  
Instructor: Kelly Sultzbach  
Day(s) & Location(s):  
TTh 2:15pm - 3:40pm - Centennial 2204 2204  
Dates: 01/23/2024 - 05/02/2024  
Credits: 3  
Instruction Mode: In Person  
Campus: La Crosse  
Consent: No Special Consent Required  
Drop Consent: No Special Consent Required  
Enrollment Requirement: Prerequisite: ENG 110 or ENG 112 or concurrent enrollment in ENG 112.  
Description: Intensive study of selected literary texts, with emphasis on various ways of reading, studying, and appreciating literature as an aesthetic, emotional, and cultural experience. Content varies with instructor.

You will get a confirmation you have been added to the wait list for this class and that the swap is pending:



**Swap Results**

There were some errors and the following changes could not be saved.

ENG-200, 10, Kelly Sultzbach

- Swap/Waitlist: SOC 327 is pending swap with ENG 200. Class 4665 is full. You have been placed on the wait list in position number 1.

OK

**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.
- You cannot swap courses after the fifth day of the semester. After that time, you will need instructor or advisor permission to drop the old course and instructor permission to add the new.
- 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@uwlax.edu](mailto:records@uwlax.edu) or 117 Graff Main Hall.