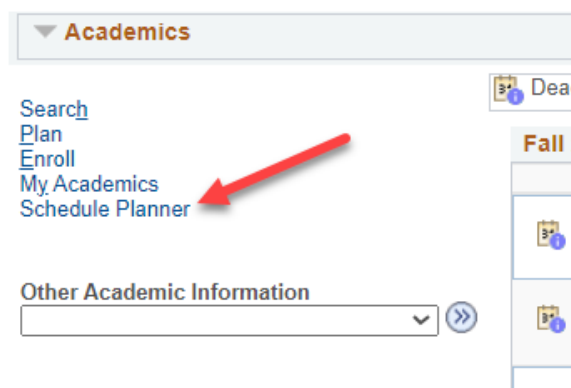


Swapping onto a Waitlist in Schedule Planner

There is a waitlist for the class you prefer, and you don't want to drop your 2nd choice unless you get into your 1st choice. What do you do?

Enroll using Swap - this puts you on the waitlist of your 1st choice and marks which class to drop if you get into the 1st choice. If a seat becomes available and you are at the top of the waitlist with no conflicts or errors, WINGS will drop your backup class at the same time it enrolls you into your 1st choice. If you never get enrolled into your 1st choice, you remain enrolled in your 2nd choice.

1. Click the **Schedule Planner** link under the Academic section of your WINGS 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.



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



Select Term

Term

Summer 2024

Fall 2024

✓ Save and Continue

3. Register into your 2nd choice class, if you haven't already, following the **Register for a Class in Schedule Planner** directions.

Tip: How to figure out if class has a waitlist on the Build Schedule page

- Go to Add Course section and search for course.
 - If you know all sections are full, you will need to change the Course Status filter to Open & Full to find the course in the search.
- In your Course list, click on Sections.
- There will be a column called **Waitlist Seats Open** indicating the number of waitlisted seats available. If the course has no waitlist seats left or doesn't have a waitlist at all, it will show as 0.
- Click on the blue circle with an 'i' (Section Details) next to the subject to see more information on that section. If there is a waitlist with students on it, there will be a **Waitlist Enrollment** line. You can also see the **Waitlist Seats Open** number in the Section Details.
- If there is no Waitlist Enrollment in the details and the Waitlist Seats Open column is at 0, the section does not have a waitlist.

Subject	Course	Title	Instructor	Class #	Section	Seats Open	Waitlist Seats Open	Credits	Instruction Mode	Day(s) & Location(s)	Dates
i ACC	222	Accounting Principles II	Noel Wilbur	1008	01	0	15	3	In Person	MWF 11:00am - 11:55am - Wimberly 228	09/04/2024 - 12/11/2024

Title: Accounting Principles II
Instructor: Noel Wilbur
Class #: 1008
Section: 01
Waitlist Enrollment: 15
Waitlist Seats Open: 15
Credits: 3
Instruction Mode: In Person
Session: Regular Academic Session
Component: LEC
Description: Emphasis is on reporting to internal constituencies: managers in all functional areas of the firm. An introduction to accounting principles used to prepare internal financial reports used for management decision-making. Topics include cost determination and flow, cost-volume-profit analysis, absorption and variable costing, capital budgeting, and cash flow analysis.
Textbook: [View Books to Buy](#)

Notes: This class has additional materials that are purchased from the University Bookstore. Please review the book list for details.

This class has additional fees for digital course materials that are included in a course fee on your student bill noted as Digital Course Material. Please review the book list for details.

Day(s) & Location(s):
MWF 11:00am - 11:55am - Wimberly 228
Dates: 09/04/2024 - 12/11/2024

Consent: No Special Consent Required
Drop Consent: No Special Consent Required
Prerequisite Enrollment Requirement: Prerequisite: ACC 221 completed with a grade of "C" or better.

4. Go to **Current Schedule** at the top.



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

My Current Schedule for Fall 2024

Enter Class # Register

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

Status Class # Subject Course Section Day(s) & Location(s) Dates Credits Instruction Mode

6. From the drop down, select the class that should drop from your schedule if you get into the other class.

Swap a Class for Fall 2024

Select a class from current schedule to swap:

Select A Class

ART-102, 05, Deborah-Eve Lombard

GEO-110, 02, John Kelly

MKT-309, 02, Terrance Gabel

MTH-150, 15, Brett Townsend

Search for a new class to swap with:

Cancel Swap

7. Search for the class with the waitlist by class number, shopping cart, or subject.

Swap a Class for Fall 2024

Swap a Class for Fall 2024

Select a class from current schedule to swap:

Select A Class

Search for a new class to swap with:

By Class # Shopping Cart By Subject

Subject Select Subject...

Course Select Course...

Cancel Swap

8. Review your results. Click on the Section Details blue circle to view if section has a wait list. **Waitlist Enrollment** appears if there are students on the waitlist. **Waitlist Seats Open** appears if there are open waitlist seats. If there is no Waitlist Enrollment and no Waitlist Seats Open, the section does not have a waitlist.

Available sections Registered sections

Select an option:

	Class #	Subject	Course	Section	Seats Open	Instructor	Day(s) & Location(s)	Dates	Instruction Mode
<input type="radio"/>	i 2196	GEO	110	01	4	John Kelly	MWF 8:50am - 9:45am - Cowley 215 215	09/04/2024 - 12/11/2024	In Person
<input type="radio"/>	i 2197	GEO	110	02	6	John Kelly	MWF 1:10pm - 2:05pm - Cowley 215 215	09/04/2024 - 12/11/2024	In Person
<input type="radio"/>	i 2450	GEO	110	411	0	Shrobona Karkun Sen	Internet INTERNET	09/03/2024 - 12/11/2024	Online Asynchronous

Class #: 2450
 Subject: GEO
 Course: 110
 Section: 411
 Title: World Cultural Regions
 Component: LEC
 Session: Regular Academic Session
 Instructor: Shrobona Karkun Sen
 Campus: La Crosse
 Credits: 3
 Waitlist Enrollment: 4
 Waitlist Seats Open: 6
 Instruction Mode: Online Asynchronous

Day(s) & Location(s):
Internet INTERNET
Dates: 09/03/2024 - 12/11/2024

9. Select the class section you want to swap and click **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"/>	i 2196	GEO	110	01	4	John Kelly	MWF 8:50am - 9:45am - Cowley 215 215	09/04/2024 - 12/11/2024	In Person
<input type="radio"/>	i 2450	GEO	110	411	0	Shrobona Karkun Sen	Internet INTERNET	09/03/2024 - 12/11/2024	Online Asynchronous
<input checked="" type="radio"/>	i 2476	GEO	110	03	0	Daniel Sambu	MWF 12:05pm - 1:00pm - Cowley 215 215	09/04/2024 - 12/11/2024	In Person

10. When there are waitlist seats available, the next screen will show the section details and a "Wait List?" box. Check the "Wait List?" box and click **Finish**.

Before you swap... x

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)

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.

Wait List?

11. A Please Confirm pop up will come up. Click Swap.

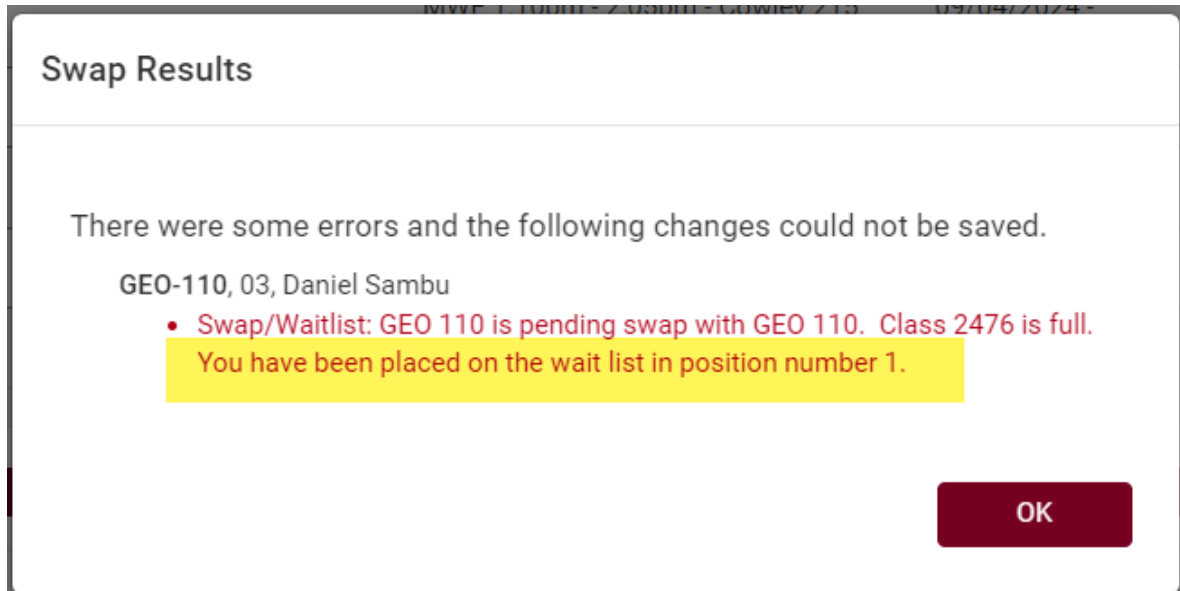
Please Confirm

Confirm that you want to initiate swap.

Cancel

Swap

12. A red Swap Results message will appear saying you have been placed on the waitlist for this class and the swap is pending.
- Ignore the part that says there were some errors and the following changes could not be saved. **If you are given a wait list number, your waitlist swap set up worked.**
 - Note your waitlist number.



Remember, the system allows 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 if you have a time conflict or it will put you over 18 credits**. Always check your schedule before adding yourself to a wait list.

Waitlists end at the start of the term. You can still swap without using wait list through the 10th day of classes for a full semester course.

If you have any questions about the waitlist or swapping, contact your advisor or the Records and Registration Office at records@uwlax.edu or 117 Graff Main Hall.