Swapping onto a Wait List

You want to get on a wait list for a class, but you don't want to lose your second choice in the event a seat doesn't open up in your 1st choice. What do you do?

Register into your backup class first, then use the SWAP feature to enroll on the wait list of your 1st choice. If a seat becomes available and you are at the top of the wait list, WINGS will drop your back up class and add your desired class. This applies to different sections of the same class as well (with one exception).

Situations that can be solved by setting up the SWAP correctly:

- Time conflicts with another class
- The class you want will put you over 18 credits
- Being enrolled in another section of the class but you prefer to have a different section

Tips before you start:

- If you get on the wait list first, then try to change it by using the SWAP feature later, you will go to the bottom of the wait list.
- **Exception for CHM 103 and 104:** These two classes have lecture, discussion, and lab components. Each lecture has a choice of several discussions and labs grouped together so that all the students in the smaller discussions and labs attend the same lecture. However, the swap feature doesn't work within these groupings (indicated by the section numbering), because they are all considered parts of one section. This means, if you are on already on the wait list or enrolled for sections 42L (lab), 41D (discussion), and 40 (lecture), you can't swap onto the wait list for any other lab or discussion in the 40s. If you want to be on a wait list for more than 1 lab in the same grouping, please contact the Records office for help.

How it works:

1. **Register into your back up course first.** This can be another section of the same course or a completely different course.
2. Start a new enrollment action by using the **SWAP** button in WINGS. Choose the class to drop and the class you would like to add. Click Enter.
3. Click the box "Wait list if class is full." Then click NEXT.
4. Review the class to be dropped and the class to add to your wait list. Click the button to FINISH SWAPPING. You will receive a message indicating your spot on the wait list. If you get to position #1 and a seat becomes available, your back up class will be dropped and your wait listed class will be added.