Swapping onto a Wait List
(when registering in WINGS, not Schedule Planner)

You want to get on a wait list for a class, but you don't want to lose your 2nd 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 with no conflicts or errors, WINGS will drop your backup class and add your desired class. If you never get enrolled off the wait list, you are not dropped from your 2nd choice.

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**
  - If the class is three credits and will put you at 18 or more credits, use a 3 credit class you are already enrolled in to use in the swap. If you get into your 1st choice, the other class will be dropped.
- **Already enrolled in one section of the class but you prefer to have a different section**

You must be enrolled in the class you plan to drop before you attempt the swap transaction. You can be in a maximum of 12 wait listed credits.

Directions:

1. **Register into your back up course first.** This can be done in WINGS or Schedule Planner, but the following steps must be done in WINGS.

2. In WINGS, start a new enrollment action by going to the **Swap tab** of the enrollment area. This is under the **Enroll** link or the **Enrollment: Swap** option in the drop down menu of the Academics section of your homepage.
3. Choose the class to drop from the **Swap This Class** drop down. (This is the class that will be dropped.) Search for the class or enter the 4-digit Class Nbr in the **With This Class** section. (This is your preferred class with the wait list.) Click **Enter** when done.

4. If the class has linked lecture/lab, choose your preferred section or review the information and click **Next**.

5. Click the box **Wait list if class is full**. Then click **Next**.
6. Review the swap. When ready, click **Finish Swapping**.

2. Confirm your selection

   Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

7. You will receive a message indicating your spot on the wait list. If you get to position #1 and a seat becomes available, your backup class will be dropped and your waitlisted class will be added as long as there are no errors. You will receive an email if you are registered into the class or if there was an error registering. If there was an
error, the email will include what the error was.

3. View results

View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.

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<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swap GCL 310 with SPA 302</td>
<td>Message: Class 4047 is full. You have been placed on the wait list in position number 3</td>
<td>✔</td>
</tr>
</tbody>
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Contact the Records and Registration Office with questions or if you got an email about an error that you do not understand.