



HOW TO USE THE SWAP FEATURE TO RESOLVE WAITLIST ISSUES

If you are not being enrolled from a waitlist it may not just be because the class is still full. There are a number of reasons that you may not be enrolled from a waitlist into a class. Some of these reasons can be resolved by using the **SWAP** feature.

INSUFFICIENT CREDITS AVAILABLE

ISSUE	WHAT YOU CAN DO
<p><i>If you put yourself on a waitlist for a class but then enrolled into other classes to fill up your schedule, you will not be enrolled into that class from the waitlist. This is because it would exceed the total credit limit authorized for your status. If you would prefer the waitlisted class over any of the other classes you are enrolled in, follow these steps to resolve this issue:</i></p>	<ol style="list-style-type: none"> 1. Remove yourself from the waitlist for your preferred class. Check out this How-To guide for more information – How to remove your name from a waitlist for a class. 2. Use the SWAP feature to select one of your enrolled classes to drop and put yourself back on the waitlist. Check out this How-To guide for more information – How to use the swap and waitlist functions when you have a full class schedule.

NOTE: You will lose your position on the waitlist and go to the end of the waitlist. However, if you choose to do nothing, you will not be enrolled from the waitlist.

ENROLLED IN ANOTHER SECTION OF THE SAME CLASS

ISSUE	WHAT YOU CAN DO
<p><i>If you have enrolled in one section of a class and then placed yourself on the waitlist for another preferred section without using the SWAP function, you will not be enrolled into the waitlisted class. This is because you are already enrolled in another section and you are not allowed to be enrolled into two sections of the same class. To resolve this, follow these steps:</i></p>	<ol style="list-style-type: none"> 1. Remove yourself from the waitlist for your preferred class. Check out this How-To guide for more information – How to remove your name from a waitlist for a class. 2. Use the SWAP feature to select the section you are already enrolled in and put yourself back on the waitlist for your preferred section. Check out this How-To guide for more information – How to swap a course.

NOTE: You will lose your position on the waitlist and go to the end of the waitlist. However, if you choose to do nothing, you will not be enrolled from the waitlist.

TIME CONFLICT

ISSUE	WHAT YOU CAN DO
<p><i>If you have placed yourself on the waitlist for a class but then subsequently enrolled into another class which has a time conflict with the waitlisted class, you will not be enrolled from the waitlist. You should check your schedule to determine the class(es) which conflict with the waitlisted class. If you would prefer the waitlisted class over the enrolled class that it conflicts with, follow these steps to resolve this issue:</i></p>	<ol style="list-style-type: none"> 1. Remove yourself from the waitlist for your preferred class. Check out this How-To guide for more information – How to remove your name from a waitlist for a class. 2. Use the SWAP feature to select your enrolled class with the time conflict and put yourself back on the waitlist for your preferred class. Check out this How-To guide for more information – How to swap a course.

NOTE: You will lose your position on the waitlist and go to the end of the waitlist. However, if you choose to do nothing, you will not be enrolled from the waitlist.

If you have additional questions about registration and waitlists, please refer to the document [Helping You Register for Classes.](#)