

Wait List and Swap: Student Center Screen shots (Procedure for students)

- Student wants to enroll in IDHP 110.
- Several sections are available for Spring. The student enrolls in section 002 which is open.

IDHP 110 - INFORMATION UTILIZATION IN THE HEALTH PROFESSIONS

First 1-4 of 4 La

Section [IDHP 110-001 \(9323\)](#) Status ▲ [select class](#)

Session Regular

Days & Times	Room	Instructor	Session Dates
MoWe 3:30PM - 4:45PM	ES0107	James L. Crivaro	01/30/2012 - 05/22/2012

Section [IDHP 110-002 \(9324\)](#) Status ● [select class](#)

Session Regular

Days & Times	Room	Instructor	Session Dates
MoWeFr 8:00AM - 8:50AM	ES0107	Ellen M. Libao	01/30/2012 - 05/22/2012

- Student would prefer to be enrolled in a different section which is closed. However, the student really wants this class and wants to remain in his current section if the preferred closed section does not open up.
- IDHP 110 has the wait list option.
- Using their Student Center, the student needs to “enroll” in the closed section using “Swap”. This will keep him enrolled in his current section until room becomes available in the closed section.

Swap Procedure:

1. Student chooses “Swap” from their Student Center enrollment options. From the Drop down in “Swap” the student chooses the course he is currently enrolled in but wishes to drop if he becomes eligible to enroll in the other closed section.

Class/Catalog Search Plan Enroll My Academics

my class schedule || add || drop || **swap** || edit || term information

Swap a Class 1 [] []

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

[Waitlist FAQ](#)

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Swap This Class

Select from your schedule ▼

With This Class

Search for Class [search](#)

Enter Class Nbr [enter](#)

My Spring 2012 Class Schedule

- If necessary, the student can use “Class Search” to identify the (wait list) section he would prefer to be enrolled in.
(The student needs to have “Show open classes only” unchecked, or the closed class will not appear in the results)

my class schedule | add | drop | swap | edit | term information

Swap a Class

1

Enter Search Criteria

Towson University | Spring 2012

Select at least 2 search criteria (plus Core/GenEd if desired). Then click SEARCH.

[Return to Swap a Class](#) CLEAR CRITERIA SEARCH

Class Search Criteria

Course Subject select subject IDHP
Interdisciplinary CHP-
IDHP

Course Number is exactly 110

Course Career Undergraduate

Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

- The closed course (which has a wait list available identified by the orange triangle). This is the section the student prefers to be in.
The student selects the class.

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First 1-4 of 4 Last

Section IDHP 110-001 (9323)	Status ▲	select class	
Session Regular			
Days & Times	Room	Instructor	Session Dates
MoWe 3:30PM - 4:45PM	ES0107	James L. Crivaro	01/30/2012 - 05/22/2012

Section IDHP 110-002 (9324)	Status ●	select class	
Session Regular			
Days & Times	Room	Instructor	Session Dates
MoWeFr 8:00AM - 8:50AM	ES0107	Ellen M. Libao	01/30/2012 - 05/22/2012

- The student must check the "Wait list if class is full" box. Then "NEXT."

Favorites | Main Menu > Self Service > Student Center

Swap a Class

1. Select a class to swap - Enrollment Preference

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IDHP 110 - INFO UTILIZATION IN HLTH PROF

Class Preferences

IDHP 110-001 Lecture Wait List **Wait List** Wait list if class is full

Grading UNDERGRADUATE GRADING

Session Regular Academic Session

Career Undergraduate

Units 3.00

Enrollment Information

- Group I.B. Using Information Effectively

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWe 3:30PM - 4:45PM	ES0107	James L. Crivaro	01/30/2012 - 05/22/2012

- The next step asks for confirmation of the classes they are swapping. Student confirms choices. Hit "Finish Swapping"

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

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You are replacing this class

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
IDHP 110-002 (9324)	INFO UTILIZATION IN HLTH PROF (Lecture)	MoWeFr 8:00AM - 8:50AM	ES0107	E. Libao	3.00	<input checked="" type="checkbox"/>

With this class

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
IDHP 110-001 (9323)	INFO UTILIZATION IN HLTH PROF (Lecture)	MoWe 3:30PM - 4:45PM	ES0107	J. Crivaro	3.00	<input type="checkbox"/>

6. Student has been placed on the wait list for the closed section. The student is in Position 1:

Class/Catalog Search | Plan | Enroll | My Academics

my class schedule | **add** | drop | swap | edit | term information

Swap a Class

1 2 3

3. View results

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

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Success: Classes were swapped
 Error: Unable to swap class

Class	Message	Status
Swap IDHP 110 with IDHP 110	Message: Class 9323 is full. You have been placed on the wait list in position number 1.	<input checked="" type="checkbox"/>

[MY CLASS SCHEDULE](#)

7. Here's how the student's schedule should appear:
waitlisted in one section and enrolled in the other.

Class Schedule Filter Options

Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes
 [filter](#)

IDHP 110 - INFO UTILIZATION IN HLTH PROF						
Status	Waitlist Position	Units	Grading	Grade		
Waiting	1	3.00	UNDERGRA DUATE GRADING			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
9323	001	Lecture	MoWe 3:30PM - 4:45PM	ES0107	James L. Crivaro	01/30/2012 - 05/22/2012

IDHP 110 - INFO UTILIZATION IN HLTH PROF						
Status	Units	Grading	Grade			
Enrolled	3.00	UNDERGRA DUATE GRADING				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
9324	002	Lecture	MoWeFr 8:00AM - 8:50AM	ES0107	Ellen M. Libao	01/30/2012 - 05/22/2012

If a position becomes available in the closed section, when the wait list process is run (and the student is eligible) the system will automatically swap the sections.

Note - for this process to be successful, all other normal enrollment criteria also must be met (time conflict etc.)

Student will be notified by email.

Student's schedule after space became available and the wait list process was run. The student was #1 on the wait list and has been enrolled in his preferred section. The original section has automatically dropped.

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▼ Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes [filter](#)

IDHP 110 - INFO UTILIZATION IN HLTH PROF

Status	Units	Grading	Grade
Enrolled	3.00	UNDERGRA DUATE GRADING	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
9323	001	Lecture	MoWe 3:30PM - 4:45PM	ES0107	James L. Crivaro	01/30/2012 - 05/22/2012

[Printer Friendly Page](#)

[Cancel](#)