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.

- 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.
2. 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)

3. 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.
4. The student must check the “Wait list if class is full” box. Then “NEXT.”

5. The next step asks for confirmation of the classes they are swapping. Student confirms choices. Hit “Finish Swapping”
6. Student has been placed on the wait list for the closed section. The student is in Position 1:

![Swap a Class](image)

7. Here’s how the student’s schedule should appear:

waitlisted in one section and enrolled in the other.

![Class Schedule Filter Options](image)
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.