SETTING UP A SWAP WITH A WAITLISTED CLASS

First, you must be enrolled in the class you want to swap out of.

To set up a Swap with a Waitlisted Course:

- From the Enrollment menu, choose Swap Classes.
  - Select desired Term (if presented with the Select Term page) and click Continue.

- From the "Swap This Class" dropdown, choose the class you want to swap out of.

- From the "With This Class" dropdown, use Search for Classes to find the desired class. (Make sure Show Open Classes only checkbox is not selected or you won't see waitlisted sections in your results.)

- Click the Select button next to the desired section that has already gone to Waitlist (yellow triangle).
• Select the checkbox for "Wait list if class is full" and click the Next button.

• On the Confirm your selection page, review selections and click the Finish Swapping button.

• Look for Success (green checkmark) in the Status column.
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>
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| Swap CAS 100A with CAS 100B | Success: Classes were swapped  
Message: Class 6485 is full. You have been placed on the wait list in position number 3. | ✔️     |

My Class Schedule