SWAPPING and the WAITLIST

The best practice to get on a waitlist is to use the swap feature.

Below are step by step directions on using the swap feature when waitlisting courses.

1. Enroll in a full load of courses (Undergraduate is a minimum of 12 credits; Graduate is a minimum of 9 credits)
2. Registration for classes begins in the Student Center on the ENROLL tab.
3. Use the ADD tab to pick classes to add to your schedule.
* Please note that if a class is CLOSED (this means it does not have a waitlist), the system will give you an error if you try to use it for a SWAP.
If the particular class section you want is full, enroll in a different section or pick another class. You can use this section or class to potentially SWAP with the section you really want.

### Add Classes

**3. View results**

View the following status report for enrollment confirmations and errors:

Spring 2014 | Undergraduate | University of Miami

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 101</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔️</td>
</tr>
<tr>
<td>SOC 103</td>
<td>Error: Class 4519 is full. If a wait list is available, click Add Another Class to return to step 1. Click the class link, select the wait list option and resubmit your request.</td>
<td>❌</td>
</tr>
</tbody>
</table>

**go to ...**
4. To set up your swap, click on the SWAP tab.
5. Use one of the 3 methods for finding the class to SWAP into: Search for Classes, Select from Shopping Cart or Enter Class Number.

Any of these can be used to find the class you want to SWAP into.
6. Most likely your course will be waitlist only—keep in mind since the course is only available via waitlist, you are not enrolled yet.
7. Make sure to check the box “Waitlist if class is full,” then click NEXT.
8. Check to make sure you have selected the courses you want to SWAP INTO and OUT OF.
9. You should receive a confirmation page.

Swap a Class

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.

Success: Classes were swapped

Error: Unable to swap class

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swap SOC 101 with SOC 102</td>
<td>Message: Class 4219 is full. You have been placed on the wait list in position number 1.</td>
<td>✔️</td>
</tr>
</tbody>
</table>