# Swapping onto a Waitlist in Schedule Planner

There is a waitlist for the class you prefer, and you don't want to drop your 2nd choice unless you get into your 1st choice. What do you do?

Enroll using Swap - this puts you on the waitlist of your 1st choice and marks which class to drop if you get into the 1st choice. If a seat becomes available and you are at the top of the waitlist with no conflicts or errors, WINGS will drop your backup class at the same time it enrolls you into your 1st choice. If you never get enrolled into your 1st choice, you remain enrolled in your 2nd choice.

1. Click the **Schedule Planner** link under the Academic section of your WINGS Student Center. A new window/tab will come up. If you are taken to a page with a green button that says **Open Schedule Planner**, click on that button.
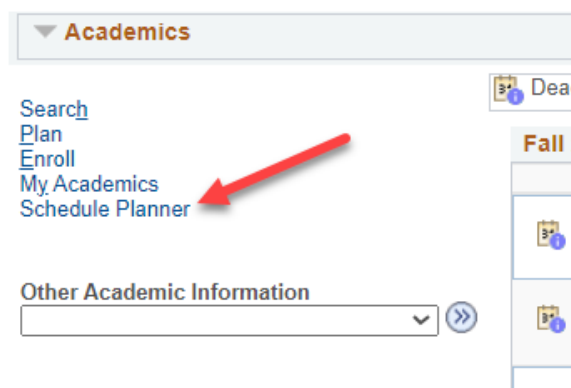
2. In **Schedule Planner**, select the correct term for the current schedule and click **Save and Continue.**

3. Register into your 2nd choice class, if you haven't already, following the **Register for a Class in Schedule Planner** directions.

Tip: How to figure out if class has a waitlist on the Build Schedule page
- Go to Add Course section and search for course.
  - If you know all sections are full, you will need to change the Course Status filter to Open & Full to find the course in the search.
- In your Course list, click on Sections.
- There will be a column called **Waitlist Seats Open** indicating the number of waitlisted seats available. If the course has no waitlist seats left **or** doesn't have a waitlist at all, it will show as 0.
- Click on the blue circle with an 'i' (Section Details) next to the subject to see more information on that section. If there is a waitlist with students on it, there will be a **Waitlist Enrollment** line. You can also see the **Waitlist Seats Open** number in the Section Details.
- If there is no Waitlist Enrollment in the details and the Waitlist Seats Open column is at 0, the section does not have a waitlist.

☑		Subject	Course	Title	Instructor	Class #	Section	Seats Open	Waitlist Seats Open	Credits	Instruction Mode	Day(s) & Location(s)	Dates
☑	ⓘ	ACC	222	Accounting Principles II	Noel Wilbur	1008	01	0	15	3	In Person	MWF 11:00am - 11:55am - Wimberly 228	09/04/2024 - 12/11/2024

Title: Accounting Principles II
Instructor: Noel Wilbur
Class #: 1008
Section: 01
Waitlist Enrollment: 15
Waitlist Seats Open: 15
Credits: 3
Instruction Mode: In Person
Session: Regular Academic Session
Component: LEC
Description: Emphasis is on reporting to internal constituencies: managers in all functional areas of the firm. An introduction to accounting principles used to prepare internal financial reports used for management decision-making. Topics include cost determination and flow, cost-volume-profit analysis, absorption and variable costing, capital budgeting, and cash flow analysis.
Textbook: View Books to Buy

Notes: This class has additional materials that are purchased from the University Bookstore. Please review the book list for details.

This class has additional fees for digital course materials that are included in a course fee on your student bill noted as Digital Course Material. Please review the book list for details.
Day(s) & Location(s):
  MWF 11:00am - 11:55am - Wimberly 228
  Dates: 09/04/2024 - 12/11/2024

Consent: No Special Consent Required
Drop Consent: No Special Consent Required
Prerequisite Enrollment Requirement: Prerequisite: ACC 221 completed with a grade of "C" or better.

4. Go to **Current Schedule** at the top.

⊘ Build Schedule   🛒 Shopping Cart (0)   📅 Current Schedule (5)

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5. Click on the **SWAP** button on the **Current Schedule** page. This will take you to the Swap page.

6. From the drop down, select the class that should drop from your schedule if you get into the other class.

7. Search for the class with the waitlist by class number, shopping cart, or subject.

8. Review your results. Click on the Section Details blue circle to view if section has a wait list. **Waitlist Enrollment** appears if there are students on the waitlist. **Waitlist Seats Open** appears if there are open waitlist seats. If there is no Waitlist Enrollment and no Waitlist Seats Open, the section does not have a waitlist.

9. Select the class section you want to swap and click **Swap**.

10. When there are waitlist seats available, the next screen will show the section details and a "Wait List?" box. Check the "Wait List?" box and click **Finish**.

11. A Please Confirm pop up will come up. Click Swap.

12. A red Swap Results message will appear saying you have been placed on the waitlist for this class and the swap is pending.
    a. Ignore the part that says there were some errors and the following changes could not be saved. **If you are given a wait list number, your waitlist swap set up worked.**
    b. Note your waitlist number.

Swap Results

There were some errors and the following changes could not be saved.

GEO-110, 03, Daniel Sambu
- Swap/Waitlist: GEO 110 is pending swap with GEO 110. Class 2476 is full. You have been placed on the wait list in position number 1.

OK
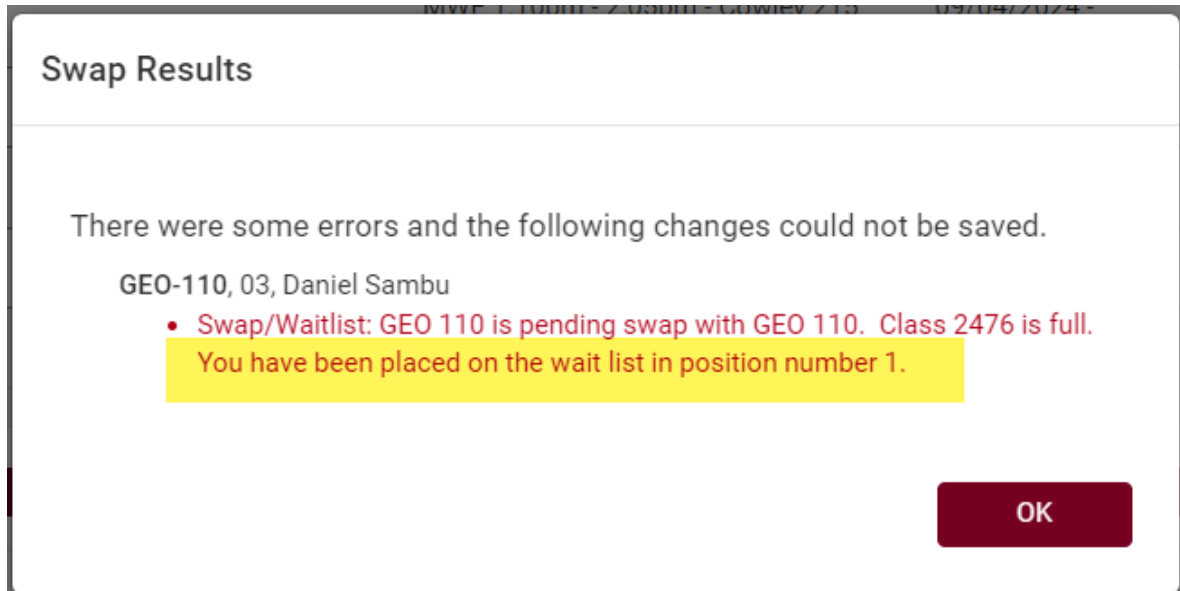
Remember, the system allows you onto the wait list as long as there is a seat and you meet prerequisites. However, if a seat opens up, the system **will not register you if you have a time conflict or it will put you over 18 credits.** Always check your schedule before adding yourself to a wait list.

Waitlists end at the start of the term. You can still swap without using wait list through the 10th day of classes for a full semester course.

If you have any questions about the waitlist or swapping, contact your advisor or the Records and Registration Office at records@uwlax.edu or 117 Graff Main Hall.