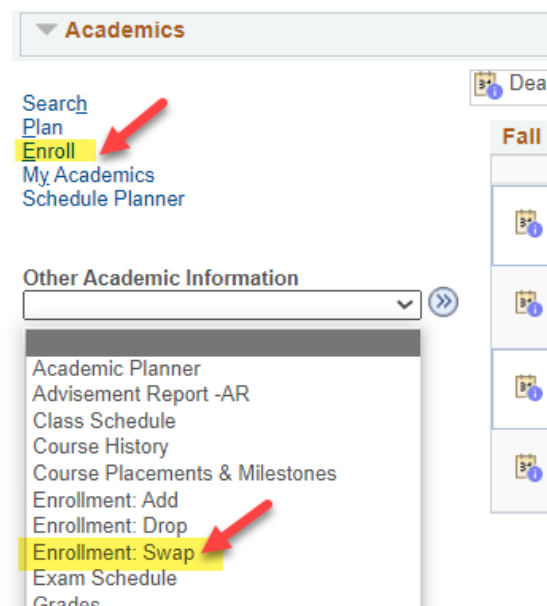


# Swapping onto a Waitlist in WINGS

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

Enroll using Swap - this puts you on the waitlist of your 1<sup>st</sup> choice and marks which class to drop if you get into the 1<sup>st</sup> 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 1<sup>st</sup> choice. If you never get enrolled into your 1<sup>st</sup> choice, you remain enrolled in your 2<sup>nd</sup> choice.

1. **Register into your back up course first.** This can be done in WINGS or Schedule Planner, but the following steps must be done in WINGS.
2. In WINGS, start a new enrollment action by going to the **Swap tab** of the enrollment area. This is under the **Enroll** link or the **Enrollment: Swap** option in the drop down menu of the Academics section of your homepage.



3. Choose the class to drop from the **Swap This Class** drop down. This is the class to be dropped.
4. Find your first choice using the Class Search, select it from your shopping cart, or enter the 4-digit Class Nbr in the **With This Class** section. This is your preferred class with the waitlist. If entering the Class Nbr, click **Enter** when done.

### 1. Select a class to swap

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

Fall 2024 | Undergraduate | UW-La Crosse

[Change Term](#)

#### Swap This Class

Select from your schedule

#### With This Class

**Find class section using one of these three options:**

Search for Class  [Search](#)

----- OR -----

Select from Shopping Cart  [Select](#)

----- OR -----

Enter Class Nbr  [Enter](#)

[▶ My Fall 2024 Class Schedule](#)

5. If the class has linked lecture/lab, choose your preferred section or review the information and click **Next**.

6. Click the box **Waitlist if class is full**. Then click **Next**.

### 1. Select a class to swap - Enrollment Preferences

Fall 2024 | Undergraduate | UW-La Crosse  
 GEO 110 - World Cultural Regions

#### Class Preferences

GEO 110-03      Lecture      Wait List

**Wait List**  Wait list if class is full

Session Regular Academic Session

Grading Graded

Career Undergraduate

Units 3.00

#### Enrollment Information

- GE04 List 2: Global & Multicultural Studies

Requirement Designation GE04-2: Global/Multicultural Studies

[Cancel](#)    [Previous](#)    **[Next](#)**

| Section | Component | Days & Times            | Room       | Instructor   | Start/End Date          |
|---------|-----------|-------------------------|------------|--------------|-------------------------|
| 03      | Lecture   | MoWeFr 12:05PM - 1:00PM | Cowley 215 | Daniel Sambu | 09/03/2024 - 12/11/2024 |

7. Review the swap. When ready, click **Finish Swapping**.

2. Confirm your selection

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

Fall 2024 | Undergraduate | UW-La Crosse

**You are replacing this class**

Enrolled    
  Dropped    
  Wait Listed

| Class             | Description                      | Days/Times             | Room       | Instructor | Units | Status                              |
|-------------------|----------------------------------|------------------------|------------|------------|-------|-------------------------------------|
| GEO 110-02 (2197) | World Cultural Regions (Lecture) | MoWeFr 1:10PM - 2:05PM | Cowley 215 | J. Kelly   | 3.00  | <input checked="" type="checkbox"/> |

**With this class**

Open    
  Closed    
  Wait List

| Class             | Description                      | Days/Times              | Room       | Instructor | Units | Status                   |
|-------------------|----------------------------------|-------------------------|------------|------------|-------|--------------------------|
| GEO 110-03 (2476) | World Cultural Regions (Lecture) | MoWeFr 12:05PM - 1:00PM | Cowley 215 | D. Sambu   | 3.00  | <input type="checkbox"/> |

8. You will receive a message indicating your spot on the waitlist. If you get to position #1 and a seat becomes available, your backup class will be dropped and your waitlisted class will be added as long as there are no errors. You will receive an email if you are registered into the class or if there was an error registering. If there was an error, the email will include what the error was.

3. View results

View the results of your swap request. If a red error is given, select Swap link at the top to return to step 1 and change your swap choices.

Fall 2024 | Undergraduate | UW-La Crosse

Success: Classes were swapped    
  Error: Unable to swap class

| Class                     | Message  | Status                              |
|---------------------------|--|-------------------------------------|
| Swap GEO 110 with GEO 110 | <b>Message:</b> General Education and/or Writing Emphasis Course This course satisfies a General Education and/or Writing Emphasis Requirement. Please refer to the Enrollment Information section on the Class Search Detail for more information. The Requirement Designation option was set to 'yes' by the enrollment process. | <input checked="" type="checkbox"/> |
|                           | <b>Message:</b> Class 2476 is full. You have been placed on the wait list in position number 1.  | <input checked="" type="checkbox"/> |

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 a waitlist through the 10<sup>th</sup> day of classes for a full semester course.

Contact the Records and Registration Office with questions or if you got an email about an error that you do not understand. See the **Waitlist FAQs** for more information about how waitlists work.