How to Swap an Enrolled Class with a Waitlist Class:

1. Follow the steps on How to Waitlist for a Course above.
2. Go to the ‘swap’ tab. Check to make sure the correct term is active.
3. Under ‘Swap This Class’, select the class from your schedule for which you want to remove if you are enrolled from the waitlist.
4. Under ‘With This Class’, choose the waitlist course from your Shopping Cart or enter the class number of the waitlist course. Click ‘Enter’ if choosing from Shopping Cart, or ‘enter’ if entering Class Nbr.
5. Check to make sure the course has been entered on the next screen, then click “Next.”
6. Confirm your selections and then click “Finish Swapping.”