

Waitlist Process

Enrollment Swap

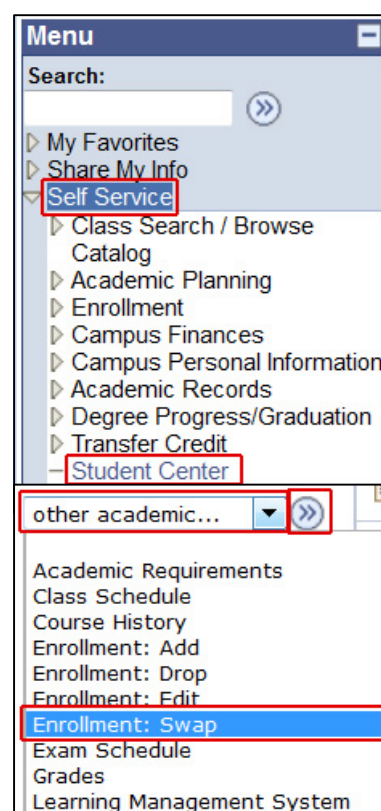
Prior to registration, instructors determine whether or not the waitlist option is available for a course at maximum enrollment. Courses with a waitlist offered have a triangle (▲) next to them. As seats become available, students are enrolled in waitlist order if they have met the enrollment requirements and have no scheduling conflicts.

To be successfully registered from a waitlist, a student registered for four full-credit courses must register one of the four as a **swap to drop** course to maintain a total of four classes. As that student comes up on the waitlist, that student will automatically be dropped from the **swap to drop** course and enrolled in the waitlisted course, if all enrollment requirements are met and there are no scheduling conflicts. Courses with a lab component will have the waitlist active for both the lecture and the lab. See the instructions below for enrollment swapping.

To register a course as swap to drop:

1. Sign in to PeopleSoft
2. Go to **Campus Solutions > Self Service > Student Center**

3. Use the "other academic..." dropdown to select **Enrollment: Swap** and click on the arrows to go to that page



Waitlist Process Enrollment Swap

- On the Swap a Class page, in the Swap This Class section, use the dropdown to **select the course you are willing to exchange**
- In the With This Class section, **select the class you want instead** by doing one of the following:
 - Find the class with the class search dropdown; click search
 - If you already have the class in your shopping cart, select it in the shopping cart dropdown; click select
 - If you know the class number, enter it in the class number field; click enter

Geneva Student

go to ...

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Swap a Class

1

1. Select a class to swap

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

Spring 2014 | Undergraduate Degree | Hobart and William Smith

Swap This Class

Select from your schedule REL 243: Suffering and Salvation

With This Class

Search for Class Class Search search

----- OR -----

Select from Shopping Cart select

----- OR -----

Enter Class Nbr 6430 enter

- On the Enrollment Preference page, check **Wait list if class is full**
Be sure there is a yellow triangle indicating a waitlist is available for this class.
- Click **Next**

Geneva Student

go to ...

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Swap a Class


1

1. Select a class to swap - Enrollment Preference

Spring 2014 | Undergraduate Degree | Hobart and William Smith

PHIL 100 - Intro. to Philosophy

Class Preferences

PHIL 100-04 Lecture  Wait List Wait List Wait list if class is full

Permission Nbr

Session Regular Academic Session

Career Undergraduate Degree

Enrollment Information

- Prerequisite: First Year or Sophomore status or, Philosophy major or minor.

Grading Graded

Units 1.00

CANCEL PREVIOUS NEXT

Waitlist Process Enrollment Swap

- On the Confirm your selection page, look to see if the class you are swapping and the one to replace it are listed correctly
- When everything is correct, click **Finish Swapping**

Geneva Student

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Swap a Class

2. Confirm your selection

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

Spring 2014 | Undergraduate Degree | Hobart and William Smith

You are replacing this class

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
REL 243-01 (6089)	Suffering and Salvation (Lecture)	MoWeFr 3:00PM - 3:55PM	Gulick Hall 223	J. Krummel	1.00	Enrolled

With this class

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
PHIL 100-04 (6430)	Intro. to Philosophy (Lecture)	MoWeFr 3:00PM - 3:55PM	Eaton Hall 111	G. Frost-Arnold	1.00	Wait List

CANCEL FINISH SWAPPING

- On the View results page, look at the messages and status to see that the classes have successfully been swapped.

If you are waitlisted for a class, that class will show a message with your waitlist position.

In your study list you will see both classes. You will remain in the original class until you are successfully enrolled in the class for which you are waitlisted.

Geneva Student

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

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.

Spring 2014 | Undergraduate Degree | Hobart and William Smith

Success: Classes were swapped Error: Unable to swap class

Class	Message	Status
Swap REL 243 with PHIL 100	Message: This class has been dropped	Success
Swap REL 243 with PHIL 100	Message: Class 6430 is full. You have been placed on the wait list in position number 1.	Success

MY CLASS SCHEDULE

- Check your e-mail: you will be notified via e-mail once you are successfully enrolled into a class from the waitlist.