

Waitlist Process

Enrollment Swap

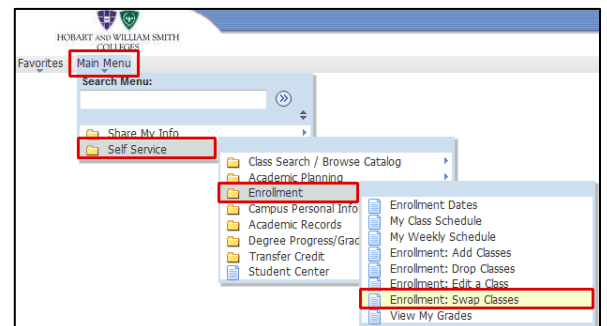
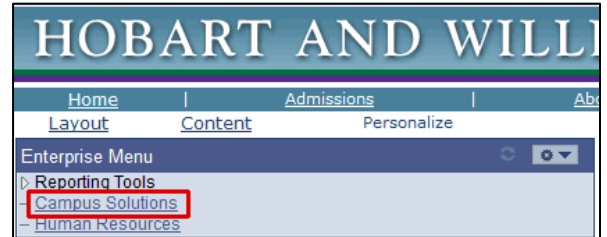
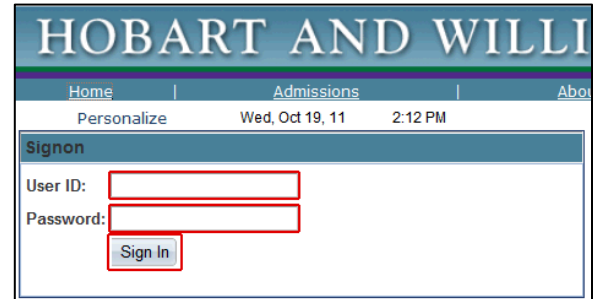
To be successfully registered from a waitlist, a student registered for four full-credit courses must register one of the four as a **swap to drop** course to maintain a total of four classes. As that student comes up on the waitlist, that student will automatically be dropped from the swap to drop course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

To register a course as swap to drop:

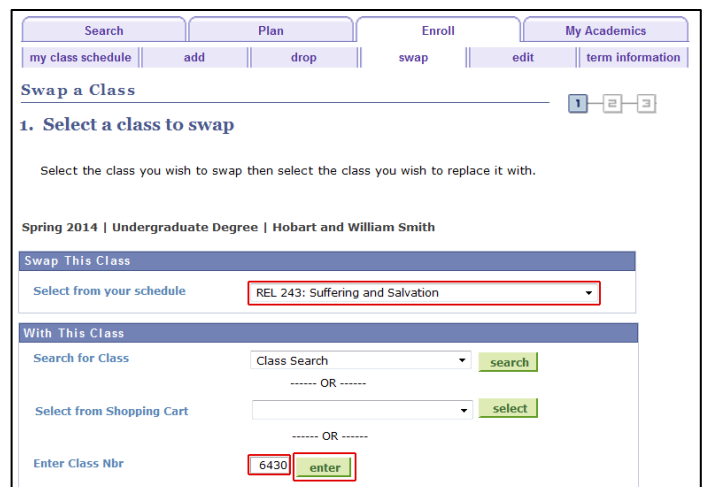
1. Go to the [HWS PeopleSoft Website](#)
2. Log in with your **user ID and password** (which is the same as your HWS Network ID and password)

A new window should appear.

3. Click **Campus Solutions**
4. Click **Main Menu > Self Service > Enrollment > Enrollment: Swap Classes**



5. In the Swap This Class section, use the dropdown to **select the course to exchange**
6. In the With This Class section, **select the class you want instead** by doing one of the following:
 - Search with the class search dropdown; click search
 - Select it in the shopping cart dropdown; click select
 - Enter the class number; click enter



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- 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**

Swap a Class 1 2 3

1. Select a class to swap - Enrollment Preference

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PHIL 100 - Intro. to Philosophy

Class Preferences

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

Permission Nbr

Grading

Units 1.00

Session Regular Academic Session
Career Undergraduate Degree

Enrollment Information

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

- 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**

Swap a Class 1 2 3

2. Confirm your selection

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

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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	✔

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	⚠

- 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.

Swap a Class 1 2 3

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.

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Success: Classes were swapped Error: Unable to swap class

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

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