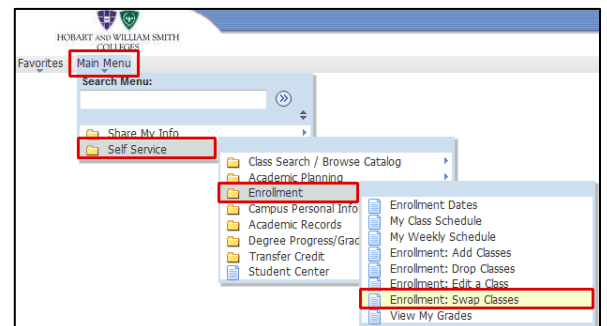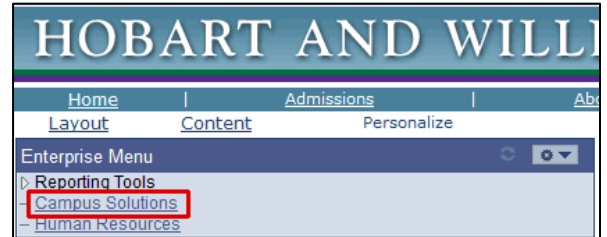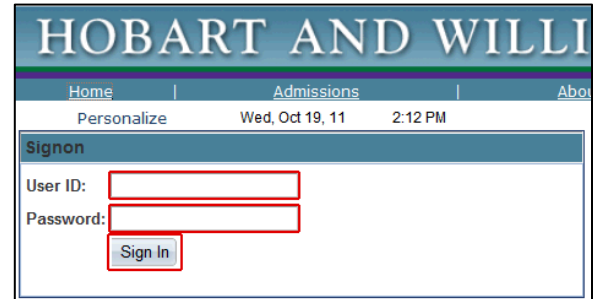# Waitlist Process
Enrollment Swap

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.
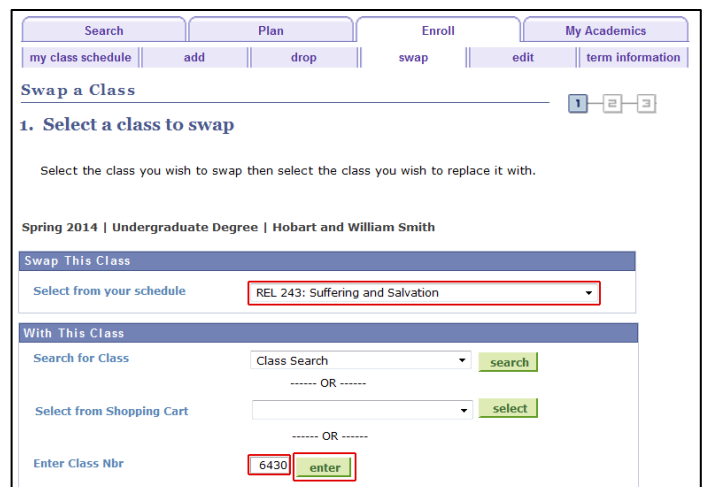
To register a course as swap to drop:

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

7. 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.

8. Click **Next**

9. On the Confirm your selection page, **look to see if the class you are swapping and the one to replace it are listed correctly**

10. When everything is correct, click **Finish Swapping**

11. 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.

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