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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Swap a Cla	
1. Select a class to swap	
Select the o	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	
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Waitlist Process Enrollment Swap

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.

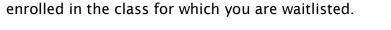
8. Click Next

- 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 y



- 1-2-3 1. Select a class to swap - Enrollment Preference Spring 2014 | Undergraduate Degree | Hobart and William Smith PHIL 100 - Intro. to Philosophy **Class Preferences** Wait List 👿 Wait list if class is full PHIL 100-04 Lecture 🛆 Wait List Permission Nbr Session Regular Academic Session Graded Grading Career Undergraduate Degree Enrollment Information Units 1.00 Prerequisite: First Year or Sophomore status or, Philosophy major or minor. CANCEL PREVIOUS NEXT 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. Spring 2014 | Undergraduate Degree | Hobart and William Smith Oropped Enrolled A Wait Listed Class Description Days/Times Room Instructor Units Status Suffering and MoWeFr 3:00PM -Salvation (Lecture) 3:55PM REL 243-01 (6089) Gulick Hall 223 1. Krummel 1.00 Open Closed 🛆 Wait List Class Description Days/Times Room Instructor Units Status Intro. to Philosophy <u>PHIL 100-04</u> (6430) MoWeFr 3:00PM -3:55PM Eaton Hall 111 G. Frost 1.00 (Lecture CANCEL FINISH SWAPPING 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. Spring 2014 | Undergraduate Degree | Hobart and William Smith Success: Classes were swapped X Error: Unable to swap class Class Message Status Swap REL 243 with PHIL 100 Message: This class has been dropped \checkmark Message: Class 6430 is full. You have been been placed ~ wait list in position number 1 MY CLASS SCHEDULE
- 12.Check your e-mail: **you will be notified via e-mail** once you are successfully enrolled into a class from the waitlist.

Swap a Class