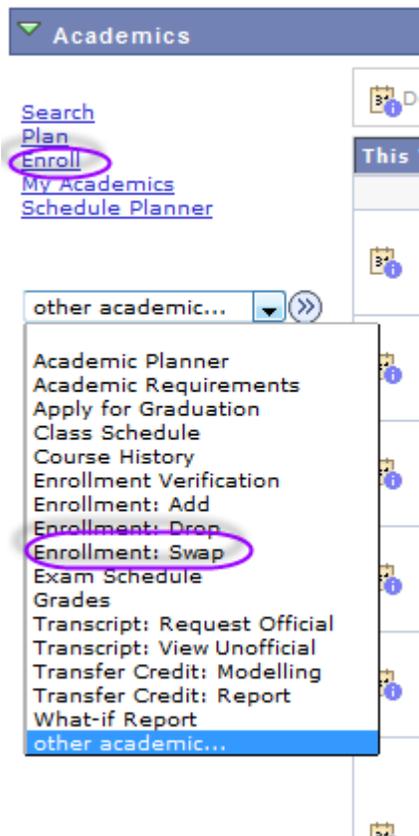


How to Use the Swap Function when Wait Listing into a Course

Select “Enrollment: Swap” from the drop down menu in the “other academic” bar



Under the “swap” tab select the correct term you wish to go to in order to select the proper course to swap.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
			term information

Swap a Class



Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2015 Fall	Undergraduate	Bloomsburg University of PA
<input checked="" type="radio"/>	2016 Spring	Undergraduate	Bloomsburg University of PA

CONTINUE

Choose the course on your schedule that you wish to swap. Then populate the course that you want to add to your schedule as a swap. You can either do a "Class Search" for the class or enter the four digit class number in the box and click "enter".

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
			term information

Swap a Class



1. Select a class to swap

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

2016 Spring | Undergraduate | Bloomsburg University of PA

[change term](#)

Swap This Class	
Select from your schedule	EXERSCI 270: EXERCISE & YOU
With This Class	
Search for Class	Class Search search
	----- OR -----
Enter Class Nbr	<input type="text"/> enter
▶ My 2016 Spring Class Schedule	

If you choose to select the “Class Search” option, you will see this screen

Search | **Plan** | **Enroll** | **My Academics**

my class schedule | add | drop | swap | term information

Swap a Class

1 2 3

Enter Search Criteria

Search for Classes

Bloomsburg University of PA | 2016 Spring

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Subject Business Education

Course Number is exactly

Course Career Undergraduate

Show Open Classes Only

Open Entry/Exit Classes Only

Additional Search Criteria

[Return to Swap a Class](#) CLEAR SEARCH

When searching for a course, be sure to remove the check mark from the “Show Open Classes Only” box. This will be sure to return results for all courses, including wait listed courses.

You can then select the section of a course that has a wait list signified by the yellow triangle in the "Status" column.

Search
Plan
Enroll
My Academics

my class schedule
add
drop
swap
term information

Swap a Class

1
2
3

Search Results

Bloomsburg University of PA | 2016 Spring

[My Class Schedule](#) show all

EXERSCI 270 MoWe 1:00PM - 2:15PM
Nelson Field House 0250
MoWe 1:00PM - 2:15PM
Nelson Field House 0185
MoWe 1:00PM - 2:15PM
Redman Stadium

[Shopping Cart](#)

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Business Education**, Course Career: **Undergraduate**, Show Open Classes Only: **No**

● Open
■ Closed
▲ Wait List

[Return to Swap a Class](#)
NEW SEARCH
MODIFY SEARCH

21 class section(s) found

▼ BUSED 101 - INTRODUCTION TO BUSINESS

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
2557	01-LEC Regular	TuTh 11:00AM - 12:15PM	Sutliff Hall 0115	Christina Force	01/19/2016 - 05/07/2016	▲	select
2558	02-LEC Regular	TuTh 12:30PM - 1:45PM	Sutliff Hall 0115	Christina Force	01/19/2016 - 05/07/2016	●	select

Be sure to check the “Wait list if class is full” box prior to clicking the green “Next” box.

Search | Plan | Enroll | My Academics
my class schedule | add | drop | swap | term information

Swap a Class

1 2 3

1. Select a class to swap - Enrollment Preference

2016 Spring | Undergraduate | Bloomsburg University of PA

BUSED 101 - INTRO TO BUSINESS

Class Preferences

BUSED 101-01	Lecture	 Wait List	Wait List	<input checked="" type="checkbox"/> Wait list if class is full
Session	Regular Academic Session		Permission Nbr	<input type="text"/>
Career	Undergraduate		Grading	Graded
			Units	3.00
			Program	UGRD Business

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	TuTh 11:00AM - 12:15PM	Sutliff Hall 0115	Christina Force	01/19/2016 - 05/07/2016

Review the details of the course you wish to remove from your schedule as well as the information related to the course you are opting to wait list. Click the green “Finish Swapping” button.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
			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.

2016 Spring | Undergraduate | Bloomsburg University of PA

▼ You are replacing this class

✔ Enrolled ✕ Dropped ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
EXERSCI 270-01 (2746)	EXERCISE & YOU (Activity)	MoWe 1:00PM - 2:15PM MoWe 1:00PM - 2:15PM MoWe 1:00PM - 2:15PM	Nelson Field House 0250 Nelson Field House 0185 Redman Stadium	P. Harrison	2.00	✔

▼ With this class

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BUSED 101-01 (2557)	INTRO TO BUSINESS (Lecture)	TuTh 11:00AM - 12:15PM	Sutliff Hall 0115	C. Force	3.00	▲

CANCEL FINISH SWAPPING

You will then see a confirmation message that you have been placed on the wait list for the course along with your position number.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
			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.

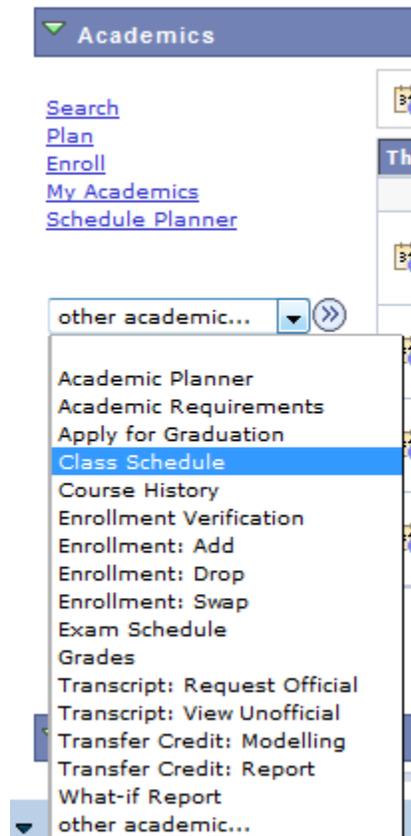
2016 Spring | Undergraduate | Bloomsburg University of PA

Success: Classes were swapped Error: Unable to swap class

Class	Message	Status
Swap EXERSCI 270 with BUSED 101	Message: Class 2557 is full. You have been placed on the wait list in position number 1.	

MY CLASS SCHEDULE

Another way to view your position number or to check the status of your position on the wait list is to choose "Class Schedule" from the "other academic" bar in your Student Center.



Here you can view “My Class Schedule” for a specific term. Be sure to click on “List View” and make sure the “Show Waitlisted Classes” box is checked. You can view your wait list position number here.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
term information			

My Class Schedule

Select Display Option List View Weekly Calendar View

2016 Spring | Undergraduate | Bloomsburg University of PA

[change term](#)

Class Schedule Filter Options

Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes
 [filter](#)

EXERSCI 270 - EXERCISE & YOU							
Status	Waitlist Position	Units	Grading	Grade	Program	Deadlines	
Waiting	1	2.00	Graded		UGRD Business		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date	Textbook
2746	01	Activity	MoWe 1:00PM - 2:15PM	Nelson Field House 0250	Paul Harrison	01/19/2016 - 05/07/2016	
			MoWe 1:00PM - 2:15PM	Nelson Field House 0185	Paul Harrison	01/19/2016 - 05/07/2016	
			MoWe 1:00PM - 2:15PM	Redman Stadium	Paul Harrison	01/19/2016 - 05/07/2016	

[Printer Friendly Page](#)

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Term Information](#)

go to ...