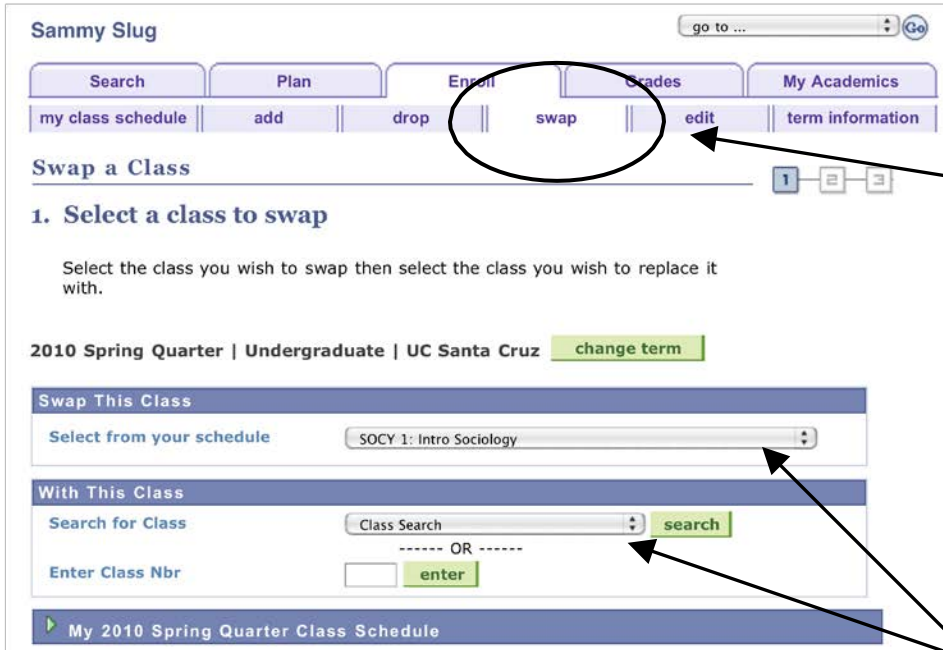


How to Swap a Waitlisted Course



Sammy Slug

Search Plan **Enroll** Grades My Academics

my class schedule || add || drop || **swap** || edit || 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.

2010 Spring Quarter | Undergraduate | UC Santa Cruz change term

Swap This Class

Select from your schedule: SOCY 1: Intro Sociology

With This Class

Search for Class: Class Search [] search

Enter Class Nbr: [] enter

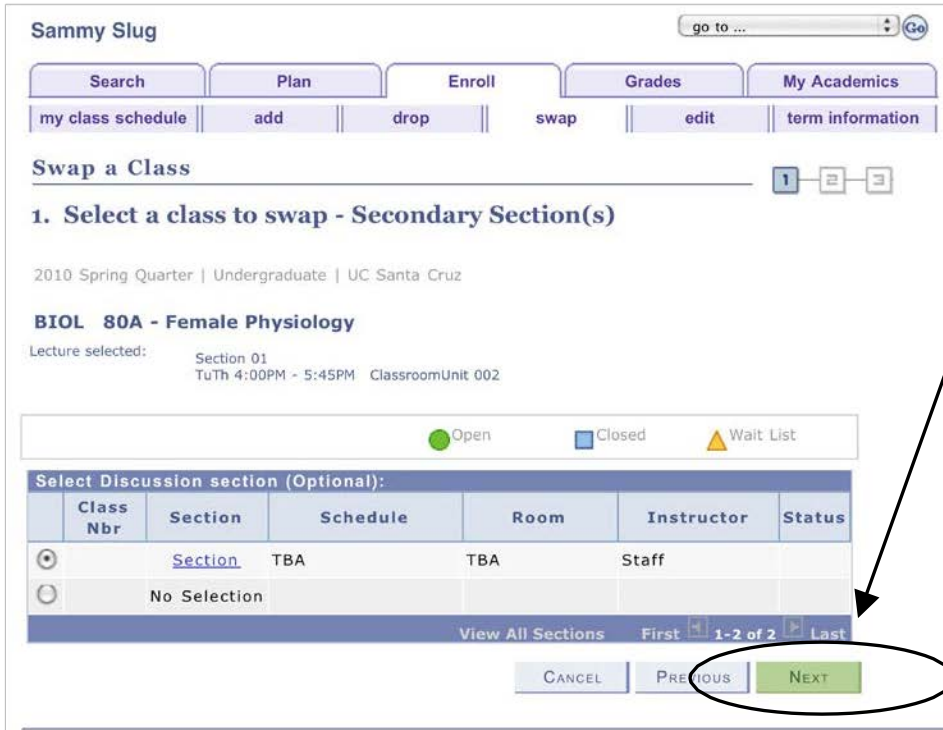
My 2010 Spring Quarter Class Schedule

1) Navigate to Swap.

- Sign into MyUCSC.
- Click **Student Center**. Your student center appears.
- Click **Enroll**.
- Click **Swap**.

If more than one quarter is available, select the quarter in which you are enrolling and click **Continue**.

2) Select the class you want to **Drop**. Search or enter the class number of the class you want to **Add**.



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

Swap a Class

1. Select a class to swap - Secondary Section(s)

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BIOL 80A - Female Physiology

Lecture selected: Section 01
TUTH 4:00PM - 5:45PM ClassroomUnit 002

Open Closed Wait List

Select Discussion section (Optional):

Class Nbr	Section	Schedule	Room	Instructor	Status
<input checked="" type="radio"/>	Section	TBA	TBA	Staff	
<input type="radio"/>	No Selection				

View All Sections First 1-2 of 2 Last

CANCEL PREVIOUS **NEXT**

3) Select a section and click **Next**. You may not use wait list if all sections are full.

Swap a Class

1. Select a class to swap - Enrollment Preference

2010 Spring Quarter | Undergraduate | UC Santa Cruz

BIOL 80A - Female Physiology

Class Preferences

BIOL 80A-01 Lecture Wait List **Wait List** Wait list if class is full
 Permission Nbr
 Session Regular Academic Session
 Career Undergraduate
 Enrollment Information
 • T2-Natural Sciences
 Grading
 Units 5.00
 General Education
 T2-Natural Sciences

[CANCEL](#) | [PREVIOUS](#) | [NEXT](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	TuTh 4:00PM - 5:45PM	ClassroomUnit 002	Mary Zavanelli	03/29/2010 - 06/04/2010

4) If the course is full and waitlist eligible, check the **Wait list if class full** checkbox.

Click **Next**.

Swap a Class

2. Confirm your selection

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

2010 Spring Quarter | Undergraduate | UC Santa Cruz

You are replacing this class

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
SOCY 1-01 (67493)	Intro Sociology (Lecture)	MoWe 5:00PM - 6:45PM	Media Theater M110	F. Guerra	5.00	<input checked="" type="checkbox"/>
SOCY 1-01B (71613)	Intro Sociology (Discussion)	Tu 8:30AM - 9:40AM	Kresge Clrm 325	Staff		<input checked="" type="checkbox"/>

With this class

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 80A-01 (51569)	Female Physiology (Lecture)	TuTh 4:00PM - 5:45PM	ClassroomUnit 002	M. Zavanelli	5.00	<input checked="" type="checkbox"/>

[CANCEL](#) | [FINISH SWAPPING](#)

5) After you confirm your selection, click **Finish Swapping**.

Search Plan Enroll Grades 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.

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Success: Classes were swapped Error: Unable to swap class

Class	Message	Status
Swap SOCY 1 with BIOL 80A	Message: This course fulfills a General Education requirement.	✓
	Message: Class 51569 is full. You have been placed on the wait list in position number 1.	✓

My CLASS SCHEDULE

6) Review the enrollment messages.

Search Plan Enroll Grades My Academics

my class schedule add drop swap edit term information

My Class Schedule

Select Display Option List View Weekly Calendar View

2010 Spring Quarter | Undergraduate | UC Santa Cruz change term

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes filter

BIOL 80A - Female Physiology

Status	Waitlist Position	Units	Grading	Grade	General Education	Deadlines
Waiting	1	5.00	Graded		T2-Natural Sciences	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
51569	01	Lecture	TuTh 4:00PM - 5:45PM	ClassroomUnit 002	Mary Zavanelli	03/29/2010 - 06/04/2010

BME 80H - The Human Genome

Status	Units	Grading	Grade	General Education	Deadlines
Enrolled	5.00	Graded		T2-Natural Sciences	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
75665	01	Lecture	MoWeFr 2:00PM - 3:10PM	Humn Lecture 206	Wendy Rothwell	03/29/2010 - 06/04/2010

EART 80D - Earth Sci & Cinema

Status	Units	Grading	Grade	General Education	Deadlines
Enrolled	5.00	Graded		T2-Natural Sciences	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
75768	01	Lecture	MoWeFr 9:30AM - 10:40AM	Earth&Marine B206	Thorne Lay	03/29/2010 - 06/04/2010
75769	01A	Discussion	Mo 11:00AM - 12:00PM	Earth&Marine D250	Staff	03/29/2010 - 06/04/2010

SOCY 1 - Intro Sociology

Status	Units	Grading	Grade	General Education	Deadlines
Enrolled	5.00	Graded		IS	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
71613	01B	Discussion	Tu 8:30AM - 9:40AM	Kresge Cirm 325	Staff	03/29/2010 - 06/04/2010
67493	01	Lecture	MoWe 5:00PM - 6:45PM	Media Theater M110	Francesca Guerra	03/29/2010 - 06/04/2010

7) Check your schedule. Be sure your class is in a "Waiting" status and there are not any time conflicts with other enrollments.

You will remain enrolled in your enrolled class until a seat opens up in the waiting class. The auto-enrollment process will swap you automatically. In many cases, the department or faculty may issue a permission numbers to enroll from the waitlist.

Wait-list position number may not be the order in which students are eligible to enroll. Priority to enroll may be determined by the department or faculty.

For more information on wait lists, please visit FAQs for Students: Waitlist.