

Is the class you *really* want full?

Learn how to swap classes!

Purpose: This guide will teach you how to enroll in a backup class while also enrolling on the waitlist for the class you *really* want. If a space becomes available, you will be dropped from your backup class and enrolled in your dream class!

Browse Classes > SPRING 2025

Location Search

Composition II | ENGL& 102

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	STATUS
> A - LEC (11309)	1	TuTh	9:30 am	10:50 am	Lewis Hall L328 ...	Wilson Sackett	18/27
> AW - LEC (11310)		MoWe	1:00 pm	2:20 pm	Oak Hall A225 C...	Christina Moh...	21/27
> B - LEC (11311)		MoWe	11:30 am	12:50 pm	Lewis Hall L328 ...	Richard Baros	18/27
> C - LEC (11312)	1	MoWe	2:30 pm	3:50 pm	Lewis Hall L326 ...	Richard Baros	17/27
> DE - LEC (11313)	1	ARR	-	-	Arranged	Edward Ocon...	9/27
> DE2 - LEC (11314)	1	ARR	-	-	Arranged	Jason Graham	49/50 0/27
> DE3 - LEC (11315)	1	ARR	-	-	Arranged	Robert Hodges	21/27

Backup class is open

Dream class is full

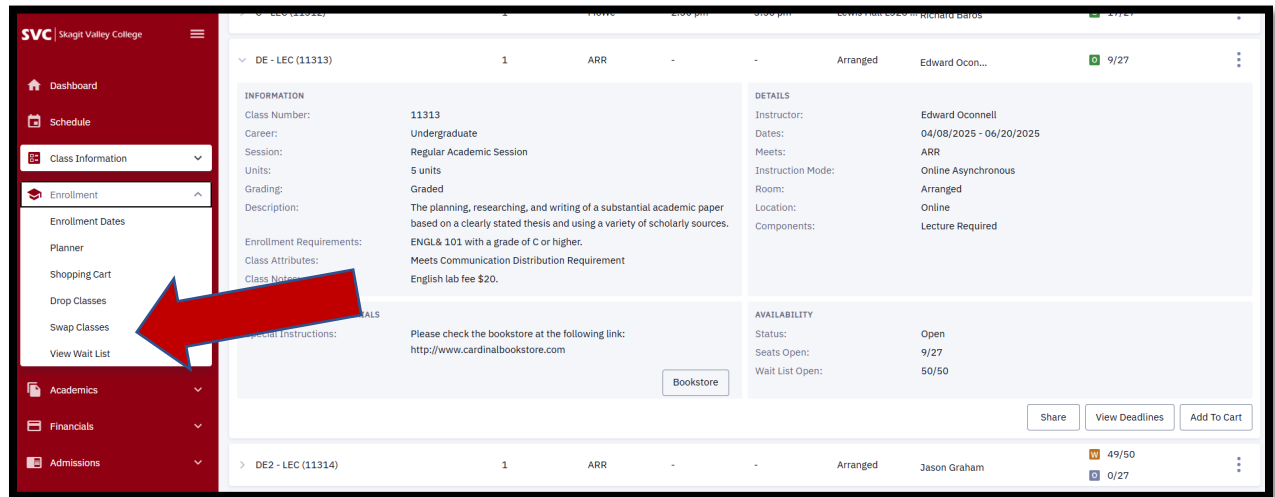
Step 1: Enroll in your backup class. It's probably a good class too!

DE - LEC (11313) 1 ARR - - Arranged Edward Ocon... 9/27

INFORMATION	DETAILS
Class Number: 11313	Instructor: Edward Oconnell
Career: Undergraduate	Dates: 04/08/2025 - 06/20/2025
Session: Regular Academic Session	Meets: ARR
Units: 5 units	Instruction Mode: Online Asynchronous
Grading: Graded	Room: Arranged
Description: The planning, researching, and writing of a substantial academic paper based on a clearly stated thesis and using a variety of scholarly sources.	Location: Online
Enrollment Requirements: ENGL& 101 with a grade of C or higher.	Components: Lecture Required
Class Attributes: Meets Communication Distribution Requirement	
Class Notes: English lab fee \$20.	
TEXTBOOKS/COURSE MATERIALS	AVAILABILITY
Special Instructions: Please check the bookstore at the following link: http://www.cardinalbookstore.com	Status: Open
Bookstore	Seats Open: 9/27
	Wait List Open: 50/50

Share View Deadlines Add To Cart Enroll

Step 2: Select the option to Swap Classes from the Enrollment menu.



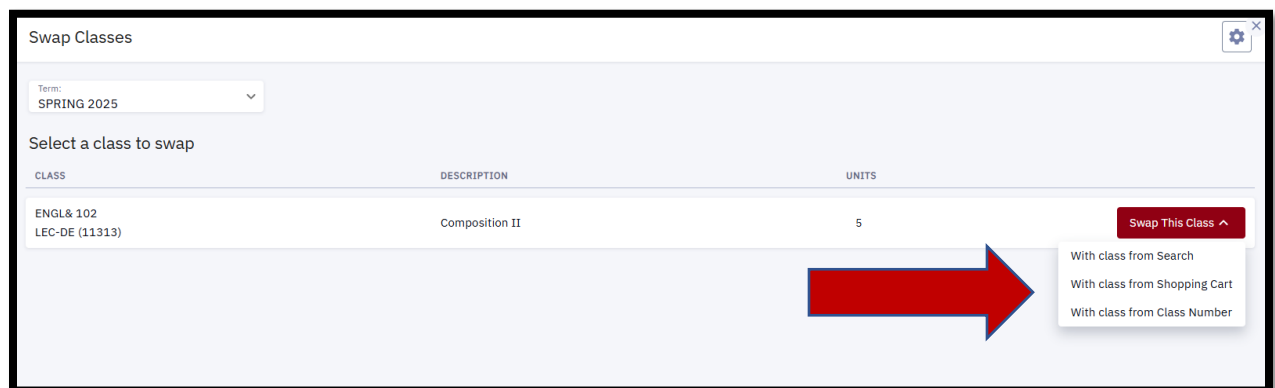
The screenshot shows the SVC website interface. On the left, a red sidebar contains a menu with options: Dashboard, Schedule, Class Information, Enrollment, Academics, Financials, and Admissions. The 'Enrollment' menu is expanded, showing sub-options: Enrollment Dates, Planner, Shopping Cart, Drop Classes, Swap Classes (highlighted with a red arrow), and View Wait List. The main content area displays details for a class (DE - LEC (11313)) including information, details, and availability sections.

Step 3: Click the Swap This Class button next to your backup class.



The screenshot shows the 'Swap Classes' dialog box. At the top, there is a 'Term' dropdown set to 'SPRING 2025'. Below it, a section titled 'Select a class to swap' contains a table with columns: CLASS, DESCRIPTION, and UNITS. The table lists 'ENGL& 102' and 'LEC-DE (11313)' with the description 'Composition II' and '5' units. A red arrow points to a 'Swap This Class' button with a dropdown arrow next to it.

Step 4: Choose how you want to retrieve your dream class. You can search for it, add it from your shopping cart, or enter the class number directly. Choose your adventure! For this example, we will search for our dream class.



The screenshot shows the 'Swap Classes' dialog box with the 'Swap This Class' button's dropdown menu open. The menu options are: 'With class from Search', 'With class from Shopping Cart', and 'With class from Class Number'. A red arrow points to the 'With class from Search' option.

Step 5: Choose your dream class by clicking the Swap button next to it.

Swap Classes > Class Search

Select all the required (*) search criteria.

Acad Career: Undergraduate X Academic Organization: English X Catalog #: 102 Location Keyword More Filters 4

Search Reset Filters

Composition II | ENGL& 102

SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	UNITS	STATUS	INSTRUCTION MODE	
> A - LEC (11309)	-	1	TuTh	9:30 am	10:50 am	Lewis Hall L3...	Wilson Sackett	04/08 - 06/20	5	18/27	Hybrid	Swap
> AW - LEC (11310)	-	1	MoWe	1:00 pm	2:20 pm	Oak Hall A22...	Christina Mo...	04/08 - 06/20	5	21/27	Hybrid	Swap
> B - LEC (11311)	-	1	MoWe	11:30 am	12:50 pm	Lewis Hall L3...	Richard Baros	04/08 - 06/20	5	18/27	Hybrid	Swap
> C - LEC (11312)	-	1	MoWe	2:30 pm	3:50 pm	Lewis Hall L3...	Richard Baros	04/08 - 06/20	5	17/27	Hybrid	Swap
> DE - LEC (11313)	-	1	ARR	-	-	Arranged	Edward Ocon...	04/08 - 06/20	5	8/27	Online Asynchro...	Swap
> DE2 - LEC (11314)	-	1	ARR	-	-	Arranged	Jason Graham	04/08 - 06/20	5	49/50 0/27	Online Asynchro...	Swap

Backup class

Dream class:
Click here!

Step 6: Select the waitlist option.

Enrollment options

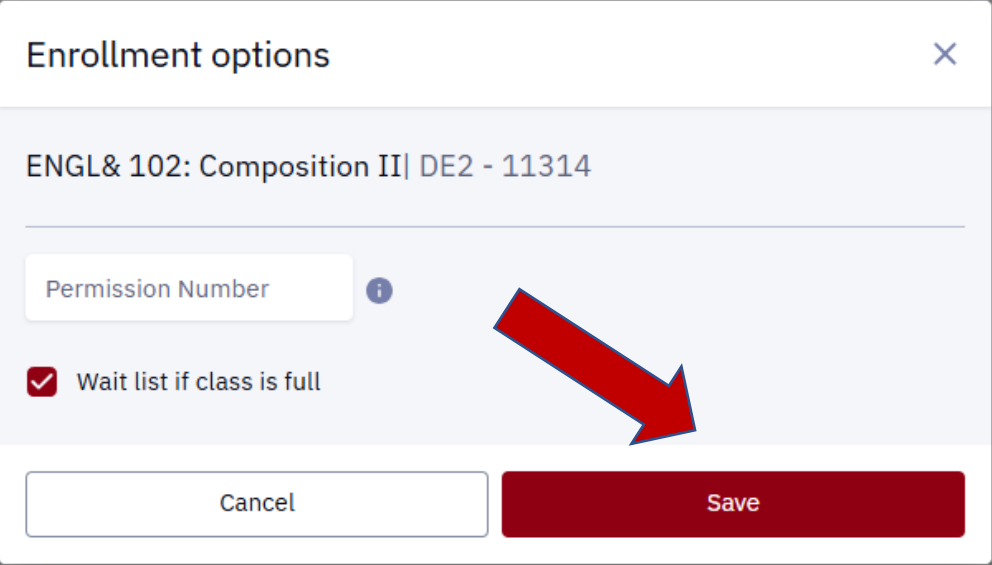
ENGL& 102: Composition II| DE2 - 11314

Permission Number

☒ Wait list if class is full

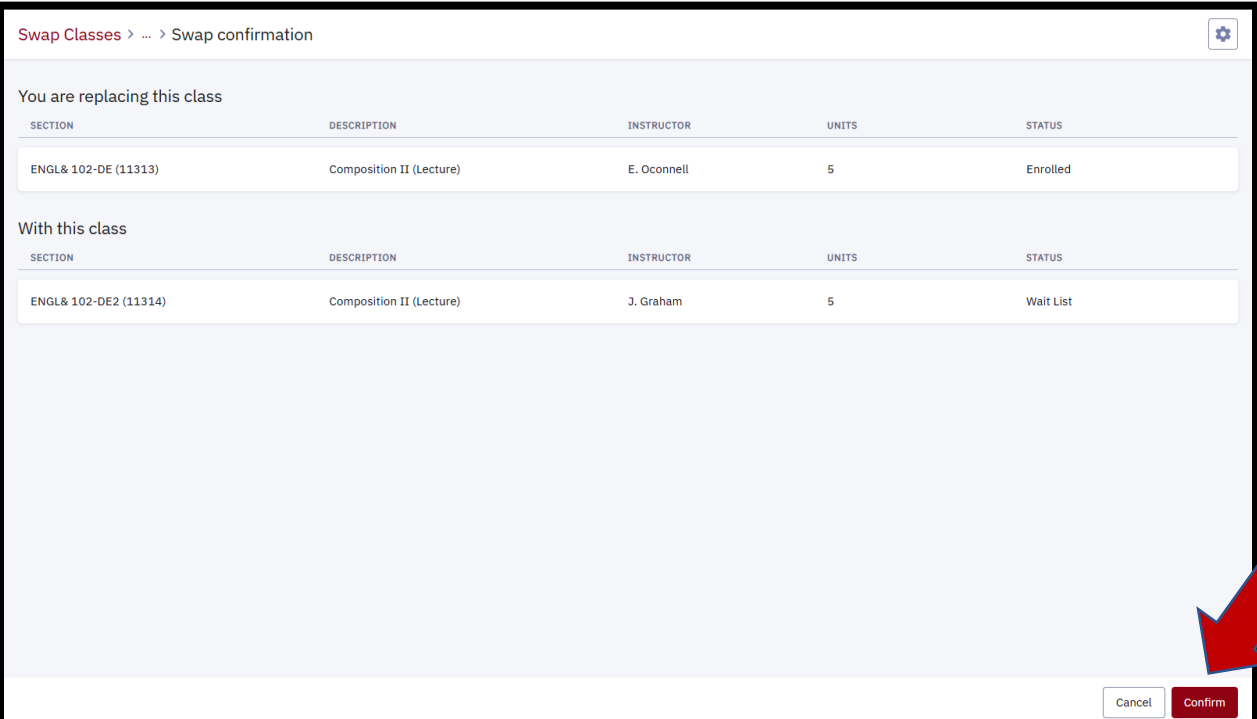
Cancel Save

Step 7: Save your enrollment request.



The dialog box titled "Enrollment options" has a close button (X) in the top right corner. Below the title bar, the text "ENGL& 102: Composition II| DE2 - 11314" is displayed. Underneath, there is a "Permission Number" input field with an information icon (i) to its right. Below the input field, there is a checked checkbox labeled "Wait list if class is full". At the bottom of the dialog, there are two buttons: "Cancel" and "Save". A large red arrow points from the "Wait list if class is full" checkbox area towards the "Save" button.

Step 8: Confirm your swap.



The screen shows the "Swap confirmation" page. At the top, there is a breadcrumb trail: "Swap Classes > ... > Swap confirmation" and a settings gear icon. The main content is divided into two sections. The first section, "You are replacing this class", contains a table with the following data:

SECTION	DESCRIPTION	INSTRUCTOR	UNITS	STATUS
ENGL& 102-DE (11313)	Composition II (Lecture)	E. Oconnell	5	Enrolled

The second section, "With this class", contains a table with the following data:

SECTION	DESCRIPTION	INSTRUCTOR	UNITS	STATUS
ENGL& 102-DE2 (11314)	Composition II (Lecture)	J. Graham	5	Wait List

At the bottom right of the screen, there are two buttons: "Cancel" and "Confirm". A large red arrow points from the bottom right corner of the screen towards the "Confirm" button.

Step 9: Click on Drop Classes to see that you're enrolled in your backup class while on the waitlist for your dream class.

Drop Classes

Term: SPRING 2025 Enrolled Units: 5

Select classes to drop and then select Drop

CLASS	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	STATUS
> ENGL& 102 DE-LEC (11313)	Composition II	ARR	-	-	Arranged	Edward Oconnell	5	Enrolled
> ENGL& 102 DE2-LEC (11314)	Composition II	ARR	-	-	Arranged	Jason Graham	5	#2 on waitlist

Backup class: Enrolled

Dream class: #2 on waitlist

Drop

Step 10: Keep an eye on your ctcLink messages to see if you're enrolled in your dream class!