

Campus Solutions

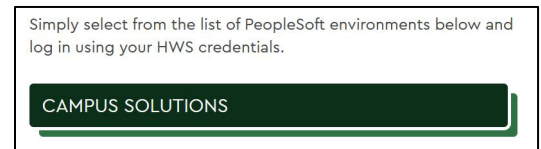
For Students: Swap Classes (Registering from a Waitlist)

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.

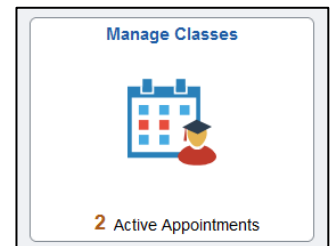
To do this, in Campus Solutions, under the Manage Classes tile, use the Swap Classes option.

To swap classes:

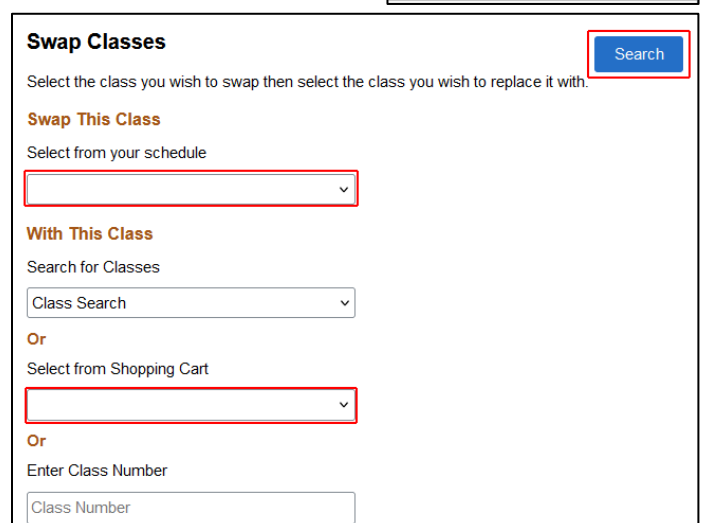
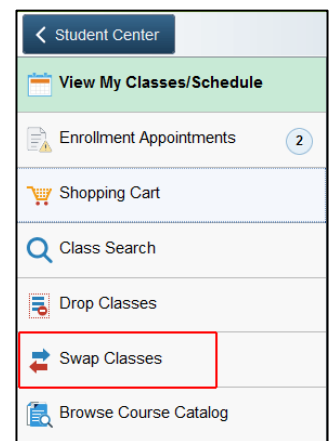
1. Go to the [HWS PeopleSoft Website](#)
2. Click **Campus Solutions**
3. Log in with your **HWS Network ID and password**
4. On the Student Center, click the tile **Academic Records**



5. On the lefthand menu, click **Swap Classes**



6. In the Swap This Class section, use the dropdown to select the course to exchange
7. In the With This Class section, select the class you want instead by doing one of the following:
 - Search with the class search dropdown
 - Select it in the shopping cart dropdown
 - Enter the class number
8. Click **Search**

A screenshot of the "Swap Classes" form. The form has a white background with a blue border. At the top, it says "Swap Classes" in bold. Below that is a "Search" button. The form is divided into two main sections: "Swap This Class" and "With This Class". The "Swap This Class" section has a dropdown menu labeled "Select from your schedule". The "With This Class" section has a "Search for Classes" section with a "Class Search" dropdown, and a "Select from Shopping Cart" section with a dropdown menu. There are also "Or" options and an "Enter Class Number" section with a "Class Number" input field.

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The classes you have chose to swap will be displayed.

9. Click **Submit**

10. On the confirmation, click **Yes**

When the processing completes, the results of the swap will be displayed.

Step 3 of 3: Confirm Class Swap Submit

You are replacing this Class

MUS 190 History of Rock & Roll

Class	Session	Meeting Dates	Days/Times
Section 01 (4787) - LEC	Regular Academic	08/26/2024 - 12/06/2024	Tuesday Thursday

With this Class

BIOL 160 Nutrition

Option Status Closed

Class	Session	Meeting Dates	Days/Times
Section 01 (4636) - LEC	Regular Academic	08/26/2024 - 12/06/2024	Monday Wednesday

Confirmation 🏠

✔ **Swap MUS 190 - History of Rock & Roll with MDSC 303 - History of the Social Documentary**
This class has been added to your schedule.