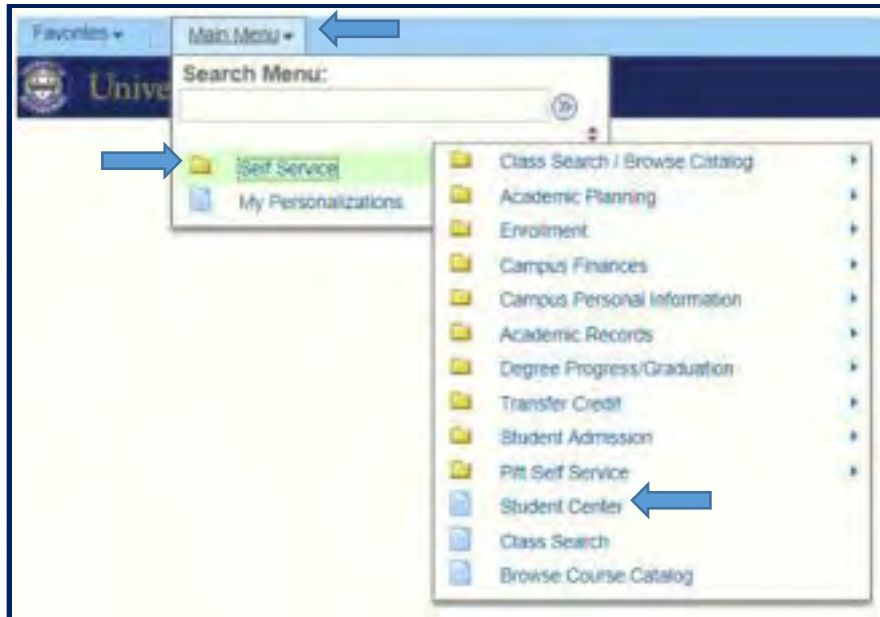


HOW TO USE THE SWAP FEATURE TO WAITLIST A PREFERRED COURSE IN YOUR ENROLLMENT SHOPPING CART

1. Sign-in to **my.pitt.edu** with your university credentials (username and password) and search for **Student Center**.
2. Next, click on **MAIN MENU**, then **SELF-SERVICE** and then **STUDENT CENTER** in the upper left-hand corner.



3. Once in your **STUDENT CENTER**, click on **ENROLL** listed to the left of your current schedule.



4. Choose the term if applicable.

The screenshot shows the 'Add Classes' page on the University of Pittsburgh's student portal. The 'Enroll' tab is selected. Under the 'Add Classes' section, the 'Select Term' step is active. A table lists two terms for selection:

| Term | Course | Institution |
|---|---------------|--------------------------|
| <input type="radio"/> Fall Term 2016-2017 | Undergraduate | University of Pittsburgh |
| <input type="radio"/> Spring Term 2016-2017 | Undergraduate | University of Pittsburgh |

A blue arrow points to the 'University of Pittsburgh' text in the 'Institution' column of the 'Spring Term 2016-2017' row. Below the table is a green 'CONTINUE' button. The top navigation bar includes links for Home, Add to Favorites, and Sign out. The breadcrumb trail shows: Favorites > Main Menu > Self Service > Student Center > Enrollment: Add Classes.

5. From your **SHOPPING CART**, click on the **SWAP** tab up at the top.

The screenshot shows the 'Add Classes' page with the 'Enroll' tab selected. The 'SWAP' button in the top navigation bar is highlighted with a blue arrow. Below the 'Add Classes' section, the '1. Select classes to add' step is active. A text box states: 'To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.' Below this, the selected term is 'Spring Term 2016-2017 | Undergraduate | University of Pittsburgh'. A green 'Change term' button is visible. At the bottom, a section titled 'Spring Term 2016-2017 Shopping Cart' is shown, which is empty. A white text box with a black border is overlaid on the empty cart area, containing the text: 'Your enrollment shopping cart is empty'.

6. Select a class to **SWAP** from the drop-down menu provided, and then click the search button to look up the course you want to get into. **Tip:** It is always best to get enrolled in your alternate coursework first and then immediately afterward, set the **SWAP** up for the course you really hope to get into.

Search Plan Enroll 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.

Spring Term 2016-2017 | Undergraduate | University of Pittsburgh [change term](#)

Swap This Class

Select from your schedule: ENGLIT 1645: CRITL APPROCH TO CHILDREN'S LIT

With This Class

Search for Class: Class Search [search](#)

Select from Shopping Cart: [select](#)

Enter Class Nbr: [enter](#)

[My Spring Term 2016-2017 Class Schedule](#)

7. In this example **ENGLIT 1645** has been chosen to **SWAP** with a waitlisted course - **HPS 0613**.

Swap a Class

Enter Search Criteria

Search for Classes

University of Pittsburgh | Spring Term 2016-2017

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

Class Search

Subject: [select subject](#) HPS History and Phil of Science

Course Number: is exactly 0613

Course Career: [select](#)

☐ Show Open Classes Only

☐ Open Entry/Exit Classes Only

Additional Search Criteria

Meeting Start Time: greater than or equal to

Meeting End Time: less than or equal to

Days of Week: include only these days

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Instructor Last Name: begins with

Class Nbr: [search](#)

Course Keyword: [search](#)

Minimum Units: greater than or equal to

8. As you can see, the **HPS 0613 Lecture** on Monday nights from 6-8:30 PM has 4 spots left on the waitlist. Click on the “select” button along the right-hand side.

| Class | Section | Days & Times | Room | Instructor | Meeting Dates | Available Seats | Status | |
|-------|-----------------------|----------------------|---------------------------|---------------------|-------------------------|-------------------------------|-----------|------------------------|
| 28374 | 1100-LEC FT Sess | Mo 6:00PM - 8:30PM | 130 Cathedral of Learning | David Pence | 01/04/2017 - 04/29/2017 | Unstr - 0; Rstr - 0; Wait - 4 | Wait List | select |
| 28775 | 1200-LEC FT Sess | Tu 6:00PM - 8:30PM | 116 Cathedral of Learning | George Borg | 01/04/2017 - 04/29/2017 | Unstr - 0; Rstr - 0; Wait - 0 | Open | select |
| 30659 | 1300-LEC Acad Term | TuTh 1:00PM - 2:15PM | G27 Benedum Hall | Agnie Szka Bolinska | 01/04/2017 - 04/21/2017 | Unstr - 0; Rstr - 0; Wait - 0 | Open | select |
| 26904 | 2010-LEC FT Sess | We 6:00PM - 8:30PM | A214 Langley Hall | Daniel Wilkenfeld | 01/04/2017 - 04/29/2017 | Unstr - 0; Rstr - 0; Wait - 0 | Open | select |

9. It is **crucial** that during this next step, you check the “Wait list if class is full” box for the course you hope to get into *before* hitting the “next” button.

1. Select a class to swap - Enrollment Preference

Spring Term 2016/2017 | Undergraduate | University of Pittsburgh

HPS 0613 - MORALITY AND MEDICINE

Class Preferences

HPS 0613-1100 Lecture Wait List ☒ Wait list if class is full

Session: Full Term Session
Career: Undergraduate

Permission Nbr:
Grading: Letter Grade
Units: 3.00

[CANCEL](#) [NEXT](#)

| Section | Component | Days & Times | Room | Instructor | Start/End Date |
|---------|-----------|--------------------|---------------------------|-------------|-------------------------|
| 1100 | Lecture | Mo 6:00PM - 8:30PM | 130 Cathedral of Learning | David Pence | 01/04/2017 - 04/29/2017 |

10. Next, confirm your selection by clicking on the “**Finish Swapping**” tab. Essentially, what you are commanding the system to do is to drop the **ENGLIT 1645** course if you can get into the **HPS 0613** course. If successfully processed, the registrar’s office will email your Pitt account to let you know of the change in your schedule if a seat becomes available to you in the HPS 0613 course.

Swap a Class

1

2

3

2. Confirm your selection

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

Spring Term 2016-2017 / Undergraduate / University of Richmond

You are replacing this class

Enrolled

Dropped

Wait Listed

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|--|--|--------------------|---------------------------|----------------|-------|--------|
| ENGLIT 1645-1020 (11150) | CRITL APPRCH TO CHILDREN'S LIT (Seminar) | We 6:00PM - 8:30PM | 142 Cathedral of Learning | C. Welke-Mills | 3.00 | |

With this class

Open

Closed

Wait List

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|---------------------------------------|---------------------------------|--------------------|---------------------------|------------|-------|--------|
| HPS 0613-1100 (28374) | MORALITY AND MEDICINE (Lecture) | Mo 6:00PM - 8:30PM | 130 Cathedral of Learning | D. Pence | 3.00 | |

Cancel

Finish Swapping

- Lastly, click on the **MY CLASS SCHEDULE** tab up at the top to review your schedule and your position on the waitlist for the course you hope to get into. Remember enrolling yourself on the waitlist does not count toward full time enrollment status, so be sure that if you need to be a full time student that you have at least 12 enrolled credits in your schedule.