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.

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

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

![Image of class schedule]

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.

![Image of class scheduling interface]

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.
11. 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.