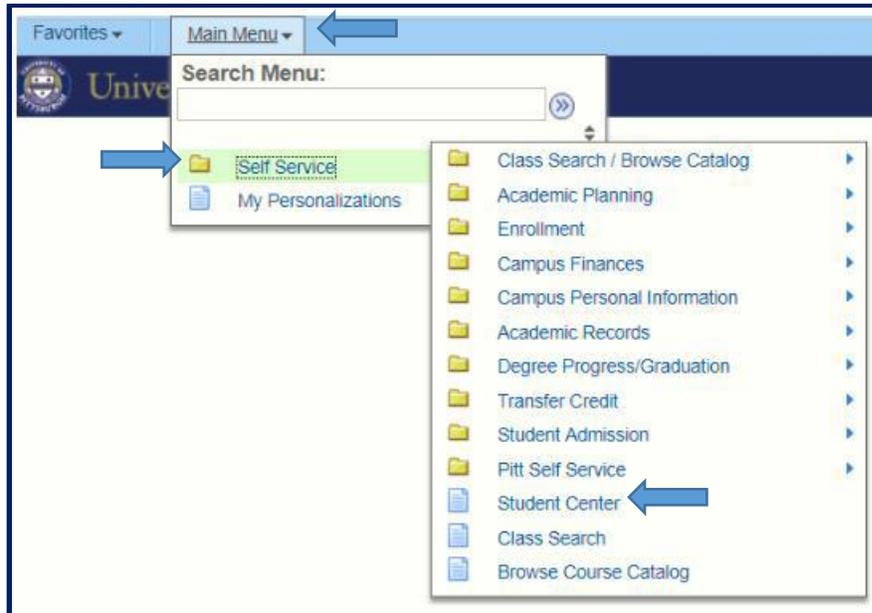


HOW TO USE THE SWAP FEATURE TO WAITLIST A PREFERRED COURSE IN YOUR ENROLLMENT SHOPPING CART

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.

A screenshot of the University of Pittsburgh Student Center page. The page shows the navigation path: Favorites | Main Menu > Self Service > Student Center. The main content area is divided into several sections:

- Academics**: Includes links for Search, Plan, Enroll, My Academics, and Mid-Term Grades. A blue arrow points to the 'Enroll' link.
- Deadlines**: A search bar for deadlines.
- This Week's Schedule**: A table with columns for Class and Schedule.
- SEARCH FOR CLASSES**: A search bar for classes.
- Holds**: A section showing 'No Holds.'
- To Do List**: A section showing 'No To Do's.'
- Enrollment Dates**: A section with an 'Enrollment Appointment' notice.
- Advisor**: A section with a 'Program Advisor' Sybil Streeter.
- Book Ctr -PIT Campus**: A section with a link to 'Textbooks - Pittsburgh Campus'.

Class	Schedule
ENGLIT 0562-1040 LEC (11036)	MoWe 4:30PM - 5:45PM 216 Cathedral of Learning
NUR 0002-1080 CLN (14084)	We 9:00AM - 11:55AM 227 Victoria Building
NUR 0012-1070 LEC (14081)	TuTh 4:00PM - 5:15PM 120 Lawrence Hall
PEDC 0026-1030 CLB (10632)	MoWe 1:30PM - 2:25PM POOL Trees Hall
RELGST 0105-1050 LEC (18014)	TuTh 1:00PM - 2:15PM 132 Chevron Science Center
RELGST 0505-1020 LEC (20781)	TuTh 2:30PM - 3:45PM 342 Cathedral of Learning

4. Choose the term if applicable.

The screenshot shows the University of Pittsburgh enrollment system interface. At the top, there is a navigation bar with the university logo and name, and links for Home, Add to Favorites, and Sign out. Below this is a breadcrumb trail: Favorites > Main Menu > Self Service > Student Center > Enrollment: Add Classes. A search bar is present with a 'go to ...' dropdown. Below the search bar are four tabs: Search, Plan, Enroll, and My Academics. Under the Enroll tab, there are links for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Add Classes'. Below this is a 'Select Term' section with a '1' icon. A table with the following data is shown:

Select a term then select Continue.		
Term	Career	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 first row of the table. Below the table is a green 'CONTINUE' button. At the bottom, there are navigation links for Search, Plan, Enroll, and My Academics, and a 'go to ...' dropdown.

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

The screenshot shows the University of Pittsburgh enrollment system interface. At the top, there is a navigation bar with the university logo and name, and links for Home, Add to Favorites, and Sign out. Below this is a breadcrumb trail: Favorites > Main Menu > Self Service > Student Center > Enrollment: Add Classes. A search bar is present with a 'go to ...' dropdown. Below the search bar are four tabs: Search, Plan, Enroll, and My Academics. Under the Enroll tab, there are links for 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. The main heading is 'Add Classes'. Below this is a '1. Select classes to add' section with a blue arrow pointing to the 'swap' link. The text below reads: '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 is a 'Spring Term 2016-2017 | Undergraduate | University of Pittsburgh' section with a green 'change term' button. Below this is a 'Spring Term 2016-2017 Shopping Cart' section with a message: 'Your enrollment shopping cart is empty'. Below the message is a 'search' button.

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 APPRCH 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

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

Course Keyword

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.

Return to Swap a Class

NEW SEARCH MODIFY SEARCH

4 class section(s) found

HPS 0613 - MORALITY AND MEDICINE

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	Unrstr - 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	Unrstr - 0; Rstr - 0; Wait - 0	Closed	select
30659	1300-LEC Acad Term	TuTh 1:00PM - 2:15PM	G27 Benedum Hall	Agnie Szka Bolinska	01/04/2017 - 04/21/2017	Unrstr - 0; Rstr - 0; Wait - 0	Closed	select
26904	7010-LEC FT Sess	We 6:00PM - 8:30PM	A214 Langley Hall	Daniel Wilkenfeld	01/04/2017 - 04/29/2017	Unrstr - 0; Rstr - 6; Wait - 0	Open	select

Return to Swap a Class

NEW SEARCH MODIFY SEARCH

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.

Search Plan Enroll My Academics

my class schedule add drop swap edit term information

Swap a Class

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 Wait list if class is full

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

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 Pittsburgh

You are replacing this class

Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ENGLIT 1645-1070 (11150)	CRITL APPRCH TO CHILDREN'S LIT (Seminar)	We 6:00PM - 8:30PM	142 Cathedral of Learning	C. Weikle-Mills	3.00	<input checked="" type="checkbox"/>

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	<input type="checkbox"/>

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.