

## Editing a Waitlisted Course in HighPoint CX

Edit enrollment can be used to set up a “drop if enroll” transaction for a class for which you are on the waitlist. This can be used for waitlisted classes that may present time conflicts, take you over the maximum credits for a term (18), or a different section of a class that is already on your class schedule.

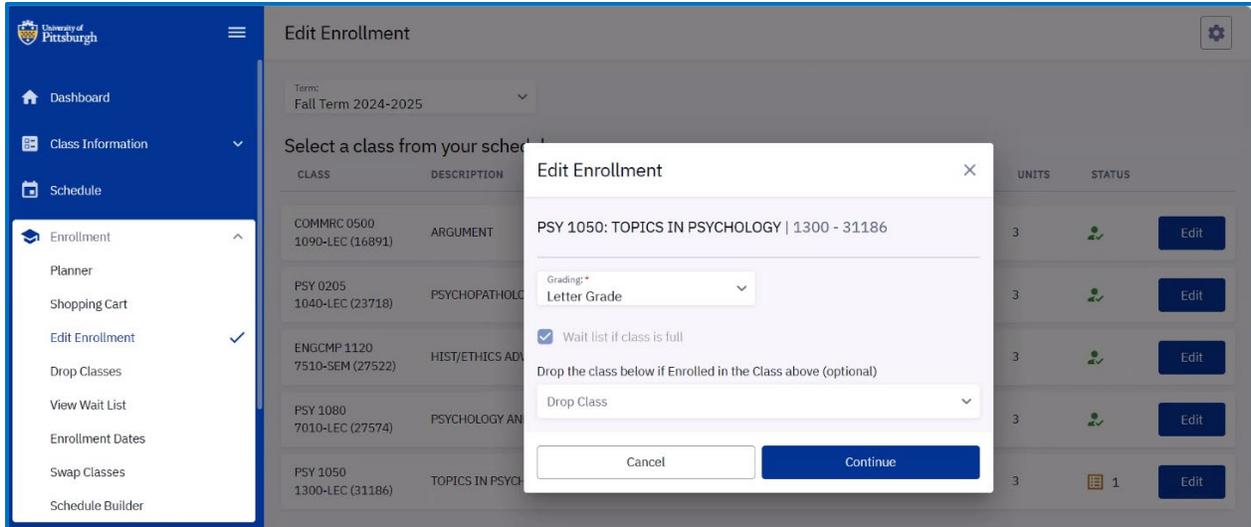
You will use this when you have waitlisted yourself for a course that you didn't originally set up as a “SWAP” with another course during your initial enrollment in courses.

**For Example:** If you are already enrolled in 18 credits and waitlisted yourself for one or more courses, you will never get moved off of the waitlist into said course(s) unless you originally set them up as a **SWAP**. The “**Edit Enrollment**” feature allows you to set that “SWAP” up after the fact so that you don't lose your current spot on the waitlist.

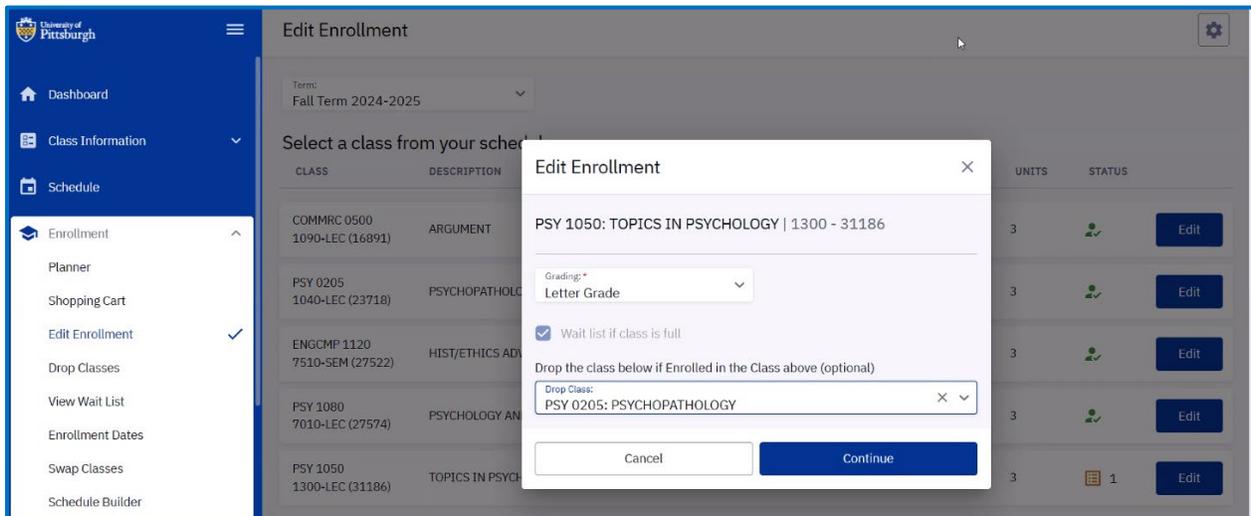
1. Log in to HighPoint CX and then click on “**Enrollment**” and then “**Edit Enrollment**”.

CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	
COMMRC 0500 1090-LEC (16891)	ARGUMENT	Tu	6:00 pm	8:30 pm	Stacia Wetherington	3		<a href="#">Edit</a>
PSY 0205 1040-LEC (23718)	PSYCHOPATHOLOGY	MoWe	3:00 pm	4:15 pm	William Hawthorne	3		<a href="#">Edit</a>
ENGCMP 1120 7510-SEM (27522)	HIST/ETHICS ADVRTNG...	-	12:00 am	12:00 am	Amanda Sevilla	3		<a href="#">Edit</a>
PSY 1080 7010-LEC (27574)	PSYCHOLOGY AND THE ...	Th	4:00 pm	6:30 pm	Roger Klein	3		<a href="#">Edit</a>
PSY 1050 1300-LEC (31186)	TOPICS IN PSYCHOLOGY	We	6:00 pm	8:30 pm	Jay Deiters	3	1	<a href="#">Edit</a>

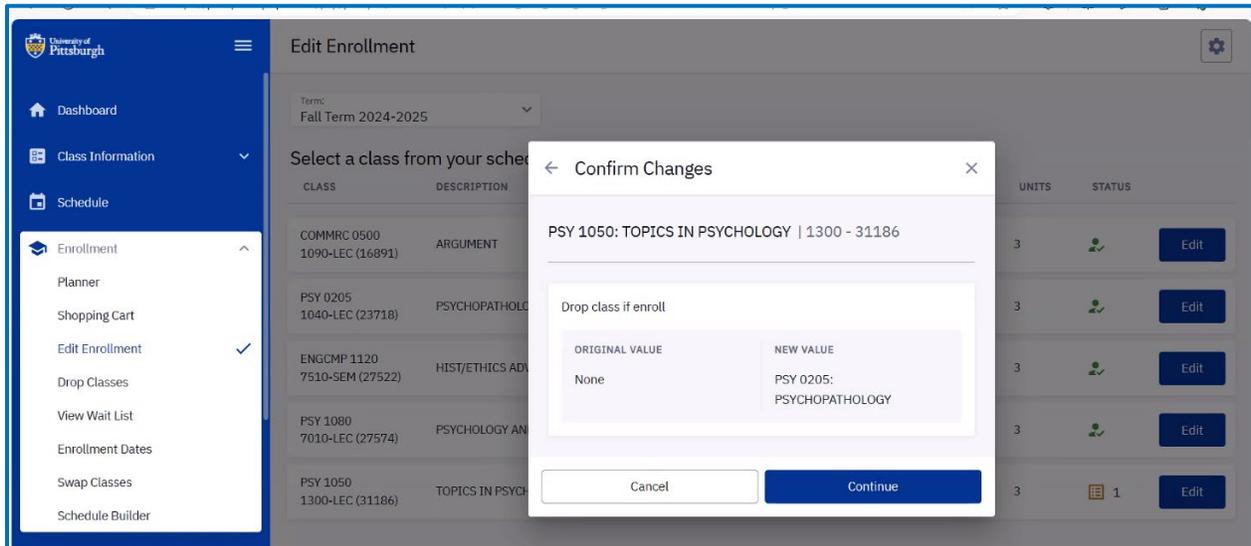
2. Click on **“EDIT”** next to the course that you’re already waitlisted for and click **“Continue”**.



3. From the **“Drop the Class Below if Enrolled in the Class above (optional)”** drop down list, choose the course that you’d like to get automatically dropped if a seat becomes available in the course you’re already waitlisted for and click **“Continue”**.



4. On the Confirm Changes screen, click **“Continue”**.



5. On the “Edit Enrollment Results” Screen, click **“Ok”**. You have now set it up so that if a seat becomes available in your waitlisted course, the other course will automatically be swapped.

