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"**.

≡	Edit Enrollment							\$	
	Term: Fall Term 2024-2029	- ·							
~	Select a class fro	om your schedule.							
	CLASS	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	
^	COMMRC 0500 1090-LEC (16891)	ARGUMENT	Tu	6:00 pm	8:30 pm	Stacia Wetherington	3	2	Edit
	PSY 0205 1040-LEC (23718)	PSYCHOPATHOLOGY	MoWe	3:00 pm	4:15 pm	William Hawthorne	3	2	Edit
~	ENGCMP 1120 7510-SEM (27522)	HIST/ETHICS ADVRTNG		12:00 am	12:00 am	Amanda Sevilla	3	2	Edit
	PSY 1080 7010-LEC (27574)	PSYCHOLOGY AND THE	. Th	4:00 pm	6:30 pm	Roger Klein	3	2,	Edit
	PSY 1050 1300-LEC (31186)	TOPICS IN PSYCHOLOGY	We	6:00 pm	8:30 pm	Jay Deiters	3	1	Edit
		 Edit Enrollment Fall Term: Fall Term 2024-2025 Select a class fro cLASS COMMRC 0500 1090-LEC (16891) PSY 0205 1040-LEC (23718) ENGCMP 1120 7510-SEM (27522) PSY 1080 7010-LEC (27574) PSY 1050 1300-LEC (31186) 	Edit Enrollment Fail Term 2024-2025 Select a class from your schedule. CLASS DESCRIPTION COMMRC 0500 1090-LEC (16891) ARGUMENT PSY 0205 1040-LEC (23718) PSYCHOPATHOLOGY ENGCMP 1120 7510-SEM (27522) HIST/ETHICS ADVRTING. PSY 1080 7010-LEC (23718) PSYCHOLOGY AND THE PSY 1050 1300-LEC (31186) TOPICS IN PSYCHOLOGY	Edit Enrollment Imm: - Select a class from your schedule. - CLASS DESCRIPTION DAYS COMMIRC 0500 ARGUMENT Tu PSY 0205 PSYCHOPATHOLOGY MoWe I040-LEC (23718) PSYCHOPATHOLOGY MoWe PSY 0205 HIST/ETHICS ADVRTING - PSY 0205 PSYCHOLOGY AND THE Th - PSY 0205 TOPICS IN PSYCHOLOGY We -	Edit Enrollment Fail Term 2024-2025 Select a class from your schedule. DAYS START COMMRC 0500 ARGUMENT DAYS START COMMRC 0500 ARGUMENT Tu 6:00 pm PSY 0205 PSYCHOPATHOLOGY MoWe 3:00 pm PSY 0205 PSYCHOPATHOLOGY MoWe 3:00 pm PSY 0205 PSYCHOPATHOLOGY MoWe 3:00 pm PSY 1040-LEC (23718) PSYCHOLOGY AND THE Th 4:00 pm PSY 1050 TOPICS IN PSYCHOLOGY We 6:00 pm	Edit Enrollment Fam: Select a class from your schedule. CLASS DESCRIPTION DAYS START END COMMRC 0500 1090-LEC (16891) ARGUMENT Tu 6:00 pm 8:30 pm PSY 0205 1040-LEC (23718) PSYCHOPATHOLOGY MoWe 3:00 pm 4:15 pm FNGCMP 1120 7510-SEM (27522) HIST/ETHICS ADVRTING - 12:00 am 12:00 am FSY 1080 7010-LEC (23718) PSYCHOLOGY AND THE Th 4:00 pm 6:30 pm FSY 1050 1300-LEC (31186) TOPICS IN PSYCHOLOGY We 6:00 pm 8:30 pm	Edit Enrollment Imministic Fall Term 2024-2025 Select a class from your schedule. CLASS DESCRIPTION DAYS START END INSTRUCTOR OMMRC 0500 1090-LEC (16991) ARGUMENT Tu 6:00 pm 8:30 pm Stacia Wetherington PSY 0205 1040-LEC (23718) PSYCHOPATHOLOGY MoWe 3:00 pm 4:15 pm William Hawthorne FNGCMP 1120 7510-SEM (27522) HIST/ETHICS ADVRTING - 12:00 am 2:00 am Amanda Sevilla FSY 1080 7010-LEC (27574) PSYCHOLOGY AND THE Th 4:00 pm 6:30 pm Roger Klein FSY 1050 1300-LEC (31186) TOPICS IN PSYCHOLOGY We 6:00 pm 8:30 pm Jay Deiters	Edit Enrollment Imm: Fail Term 2024-2025 Select a class from your schedule. Imm: Imm:	Edit Enrollment Trm:: Fail Term 2024-2025 Select a class from your schedule. Instructor UNITS STATUS COMMRC 0500 1090-LEC (16891) ARGUMENT Tu 6:00 pm 8:30 pm Stacia Wetherington 3 \$ SY 0205 1040-LEC (23718) PSYCHODATHOLOGY MoWe 3:00 pm 4:15 pm William Hawthorne 3 \$ \$ FSY 0205 1040-LEC (23718) PSYCHODATHOLOGY MoWe 3:00 pm 4:15 pm William Hawthorne 3 \$ \$ FSY 0205 1040-LEC (23718) PSYCHOLOGY AND THE 1 4:00 pm 6:30 pm Roger Klein 3 \$ \$ FSY 1050 1000-LEC (21186) TOPICS IN PSYCHOLOGY We 6:00 pm 8:30 pm Jay Deiters 3 \$ 1 1

2. Click on **"EDIT"** next to the course that you're already waitlisted for and click **"Continue".**

University of Pittsburgh	=	Edit Enrollment					\$
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Swap Classes Schedule Builder		PSY 1050 TOPICS IN PSYC 1300-LEC (31186)	Cancel Continue		3	1	Edit

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".

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Swap Classes Schedule Builder		PSY 1050 1300-LEC (31186)	TOPICS IN PSYCH	Cancel	Continue		3	1	Edit

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.

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Planner		PCV 0205	Class: PSY 1050 (31186)	Result: Success		
Shopping Cart		1040-LEC (23718) PS			2.	Edit
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