

How to set up Swap:

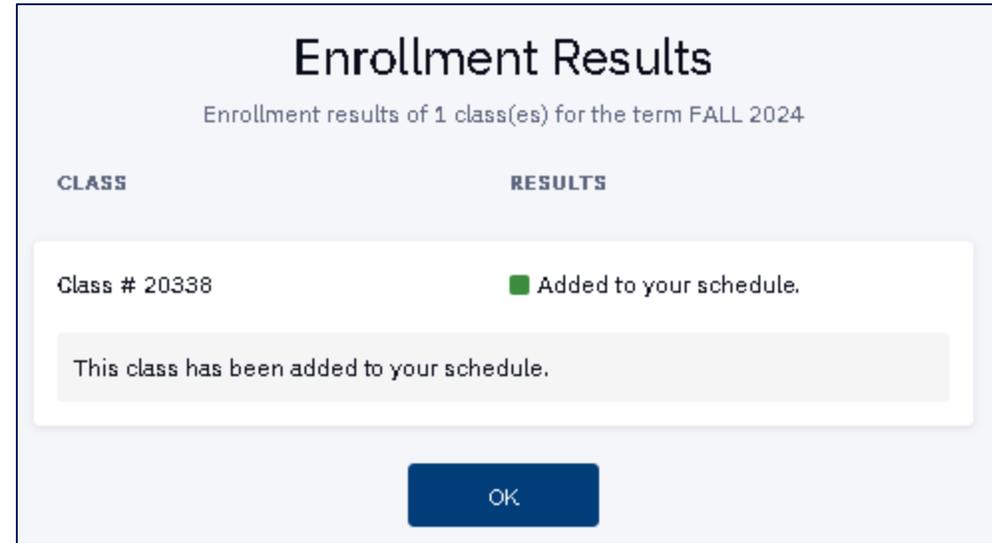
backup

preferred

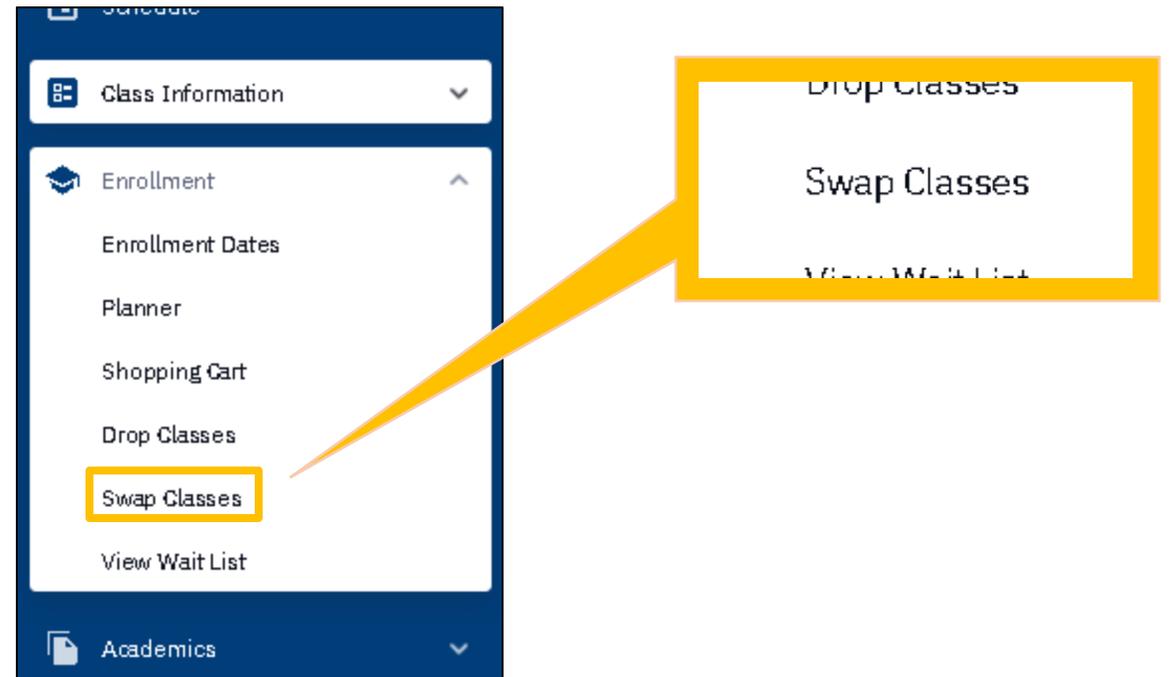
SECTION	TOPIC	INSTRUCTION MOD	DAYS	START	END	ROOM	INSTRUCTOR	DATES	STATUS
> OA-LEC (20338)	-	Online Scheduled	MoWe	1:30 pm	2:20 pm	Online		09/23 - 12...	 25/36 
> OB-LEC (20340)	-	Online Asynchro...	ARR	-	-	Online		09/23 - 12...	 5/5  0/36 

1. Register for the **backup** class first.
2. Then, use Swap to join the waitlist for the **preferred** class.

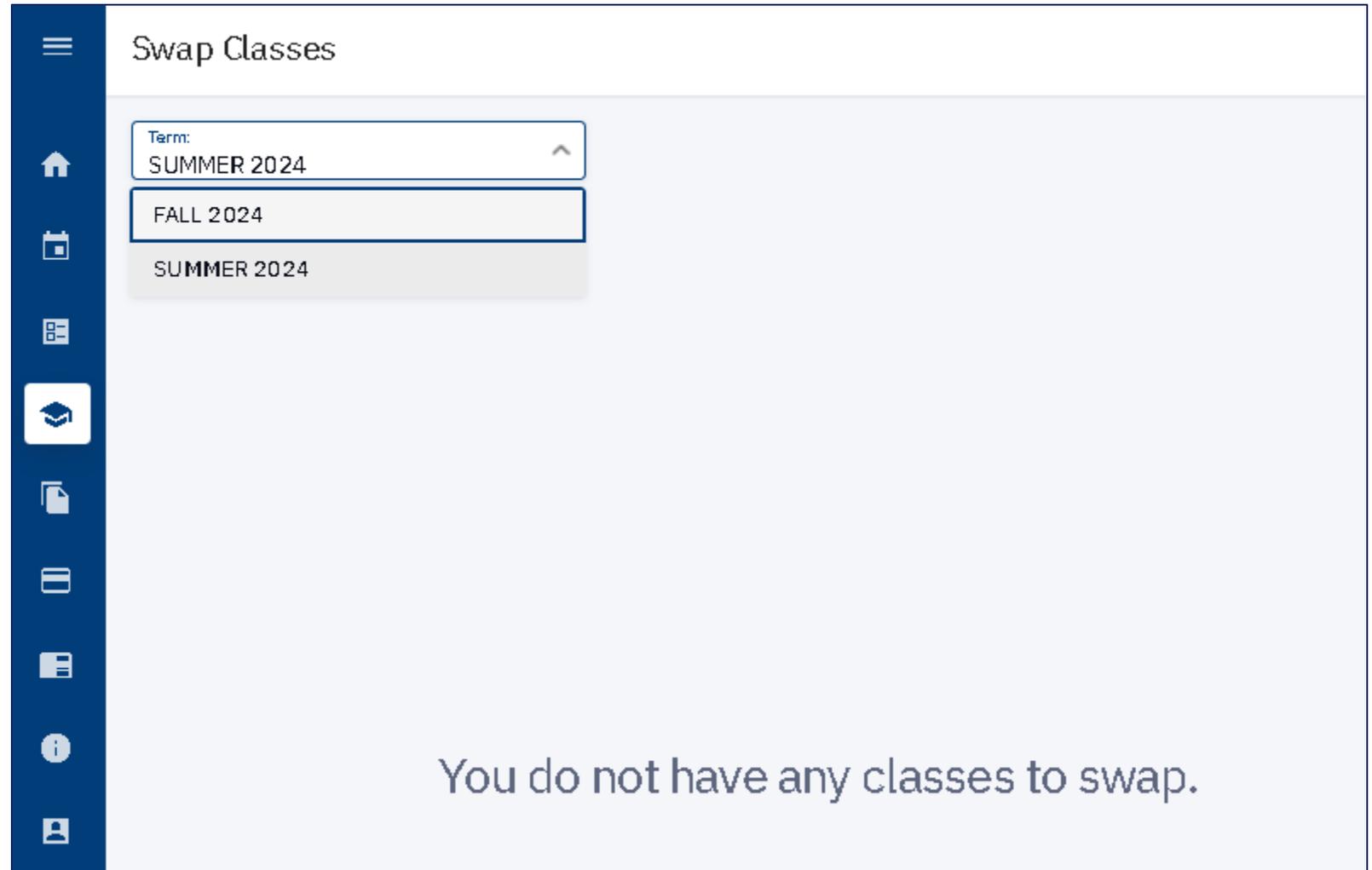
1. First, register for the **backup** class.



1. Then, navigate to “Enrollment”, then “Swap Classes” in ctcLink:



3. Select the correct term.



The screenshot shows a web interface titled "Swap Classes". On the left is a dark blue vertical navigation bar with icons for home, calendar, grid, graduation cap, document, list, folder, information, and user profile. The main content area has a light blue background. At the top left of this area is a hamburger menu icon. Below it is a dropdown menu for "Term:" with "SUMMER 2024" selected. The dropdown list shows "FALL 2024" and "SUMMER 2024" as options. At the bottom right of the main area, the text "You do not have any classes to swap." is displayed.

Swap Classes

Term:
SUMMER 2024

FALL 2024

SUMMER 2024

You do not have any classes to swap.

1. The **backup** class will appear.
Click the “**Swap This Class**” button. Options will appear in a drop-down menu.

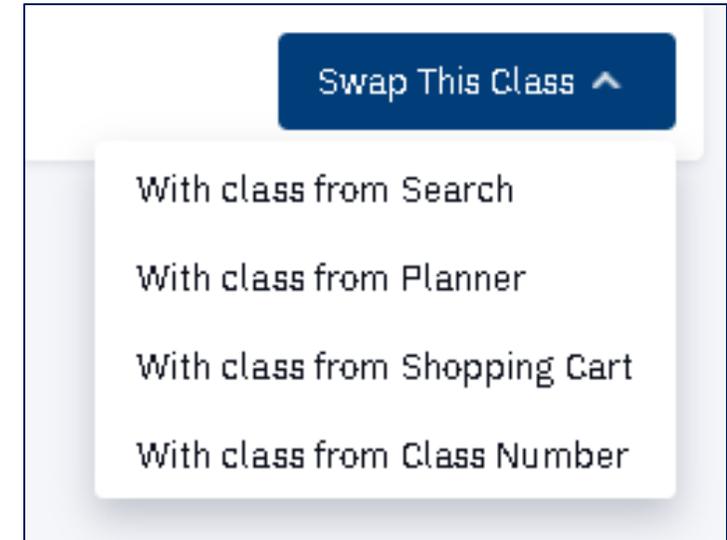
Term: FALL 2024

Select a class to swap

CLASS	DESCRIPTION	UNITS	
BUS 120 LEG-DA (20338)	Organizational Behavior	5	Swap This Class ^

- With class from Search
- With class from Planner
- With class from Shopping Cart
- With class from Class Number

1. If the **preferred** class is already in your **Planner** or **Shopping Cart**, you can pick those options. Otherwise, you can **Search** for it or enter the **Class Number** manually.



6. Make sure to check the box "**Waitlist if class is full.**" Then, click "Save."

A screenshot of a dialog box titled "Enrollment options" with a close button (X) in the top right corner. The dialog box has a light gray background. At the top, it displays the text "BUS 120: Organizational Behavior | OB - 20340". Below this is a white input field labeled "Permission Number" with a small blue information icon (i) to its right. Underneath the input field is a checkbox labeled "Wait list if class is full", which is checked with a blue checkmark. A large yellow arrow points from the right side of the dialog box towards the checkbox. At the bottom of the dialog box are two buttons: a white "Cancel" button on the left and a dark blue "Save" button on the right.



You are replacing this class

SECTION	DESCRIPTION	INSTRUCTOR	UNITS	STATUS
BUS 120-OA (20338)	Organizational Behavior (Lecture)	C. Whittaker	5	Enrolled

backup

With this class

SECTION	DESCRIPTION	INSTRUCTOR	UNITS	STATUS
BUS 120-OB (20340)	Organizational Behavior (Lecture)	S. Marks	5	Wait List

preferred



7. Review the confirmation screen and make sure it's accurate. Then click "Confirm."

Done!

If a seat in the class opens up, you will be enrolled into the **preferred** section from the waitlist, and will be automatically dropped from the **backup** section.

✓ SWAP BUS 120 WITH BUS 120 ✕

Message: Class 20340 is full. You have been placed on the wait list in position number 1.

Drop Classes

Term: FALL 2024 ▼ Enrolled Units: 5 Drop

Select classes to drop and then select Drop

CLASS	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	UNITS	STATUS
> BUS 120 OA-LEC (20338)	Organizational Behavior	MoWe	1:30 pm	2:20 pm	Online		5	
> BUS 120 OB-LEC (20340)	Organizational Behavior	ARR	-	-	Online		5	1

Drop if Enrolled in 20340