

Enrolling on a Wait List using Swap

Use this process if you are enrolling in a class that you intend to drop if you are granted enrollment from a waitlist for a different class/section. Adding the waitlist in this manner will automatically drop you from the class you don't want to keep if you are granted enrollment from the waitlisted section.

By Class By Date

[Printable Page](#) Show Enrolled Classes Show Waitlisted Classes Show Dropped Classes

▼ **ECON 110 Principles of Macroeconomics**

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Graded		Undergraduate Degree-Seeking	

Class	Meeting Dates	Days and Times	Room
Lecture - 80558	09/02/2025 - 12/12/2025	Days: To be Announced Times: To be Announced	Online

[Drop Deadlines](#) No Exams Scheduled

▼ **PSYC 110 Introduction to Psychology**

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Graded		Undergraduate Degree-Seeking	


Class	Meeting Dates	Days and Times	Room
Lecture - 80318	09/02/2025 - 12/12/2025	Days: Monday Wednesday Friday Times: 9:00AM to 9:50AM	Science Building (SCI) D102

[Drop Deadlines](#) No Exams Scheduled


Begin by enrolling in the course you intend to drop in the normal manner – either through Schedule Builder or directly in accesSPoint using the My Classes tile.





My Classes


 View My Classes

 My Weekly Schedule

 Print My Schedule

 Student Planner

 Schedule Builder


 Add/Drop Classes 


Shopping Cart


Add Classes


Drop Classes

Swap Classes

 Class Permissions

 Registration Dates

 My Final Exam Schedule

 My Book List

Next, you will initiate the swap request. From your accesSPoint homepage, click on the My Classes tile. Then click the drop down for Add/Drop Classes and select Swap Classes.

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

Swap a Class

1 2 3

Select Term

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> 2025 Spring	Undergraduate	UW-Stevens Point
<input type="radio"/> 2025 Summer	Undergraduate	UW-Stevens Point
<input checked="" type="radio"/> 2025 Fall	Undergraduate	UW-Stevens Point

Continue

Then, select the term and click Continue.



Office of the Registrar
University of Wisconsin-Stevens Point

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.

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Change Term

Swap This Class

Select from your schedule

With This Class

Search for Class

----- OR -----

Enter Class Nbr

From the drop down, select the class from your current schedule that you want to drop if you are granted enrollment in the waitlisted class.

Next, you will find the closed class that you will be put on the wait list for. You can search the Schedule of Classes or enter the 5-digit Class Number if you have it. Be sure to uncheck "Show Open Classes Only" if using the Schedule of Classes so the closed class will appear in your search results.

1. Select a class to swap - Related Class Section

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BIOL 101 - General Biology

Lab selected Section 01L1

Mo 2:00PM - 4:50PM Chem Bio Building (CBB) 130

Open Closed Wait List

You will automatically be enrolled in the following related class:

Description	Section	Schedule	Room	Instructor	Status
Lecture	01	MoWeFr 8:00AM - 8:50AM	Science Building (SCI) D102	K. Prahl	

Cancel

Next

Select the class and click Next.



1. Select a class to swap - Enrollment Preferences

2025 Fall | Undergraduate | UW-Stevens Point
BIOL 101 - General Biology

Class Preferences

BIOL 101-01 Lecture ⚠ Wait List
BIOL 101-01L1 Lab ⚠ Wait List

Wait List Wait list if class is full

Check the "Wait list if class is full" box and then click Next.

Session Regular Academic Session
Career Undergraduate

Units 5.00

Enrollment Information

- Lab Science (AD)
- Natural World (AD)
- Natural Sciences (GEP)

Cancel Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWeFr 8:00AM - 8:50AM	Science Building (SCI) D102	Kristine Prah	09/02/2025 - 12/12/2025
01L1	Lab	Mo 2:00PM - 4:50PM	Chem Bio Building (CBB) 130	Kristine Prah	09/02/2025 - 12/12/2025



2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

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▼ **You are replacing this class**

✔ Enrolled ⊗ Dropped ⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
PSYC 110-01 (80318)	Introduction to Psychology (Lecture)	MoWeFr 9:00AM - 9:50AM	Science Building (SCI) D102	M. Ferguson	3.00	✔

▼ **With this class**

● Open ■ Closed ⚠ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 101-01L1 (80779)	General Biology (Lab)	Mo 2:00PM - 4:50PM	Chem Bio Building (CBB) 130	K. Prah	5.00	⚠
BIOL 101-01 (80778)	General Biology (Lecture)	MoWeFr 8:00AM - 8:50AM	Science Building (SCI) D102	K. Prah		⚠

Cancel Finish Swapping

Click Finish Swapping



Swap a Class



3. View results

View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.

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Success: Classes were swapped Error: Unable to swap class

Class	Message	Status
Swap PSYC 110 with BIOL 101	Message: Class 80779 is full. You have been placed on the wait list in position number 1.	

[My Class Schedule](#)

[Go to top](#)

When a seat becomes available for you and the automated process is run, you will be dropped from the swapped class and enrolled in the class you were wait listed for. You will receive an email notification that you are now enrolled in the new class.

