

Screen shots in this document were taken from a test system having a **gold banner**.

Live Student System (production system) will have a **blue banner**.

Swapping into a class with a waitlist activates the “Drop if Enroll” feature.

*When swapping into a waitlisted class you will remain enrolled in the class you are swapping out of until you are successfully enrolled in the Wait Listed class you are swapping into. Per the example below you would remain enrolled in ENG 356W until you are successfully moved from Wait List to enrollment in HIST 219. The benefit of this feature is that if you do not become enrolled in the Wait Listed class you swapped into (HIST 219), you will remain enrolled in your original class (ENG 356W). If the Auto-Enroll process is able to move you from the Wait List to enrollment in the class you swapped into, then at that time you will be dropped from the class you swapped out of.*

Select a class from your schedule you wish to swap out of.

Next, if you know the class number you wish to swap into, enter it.

Click “Search”.

If class number is blank you will be directed to “Class Search” to search for a class to swap into.

If you entered a class number you will be taken directly to that class.

# OPUS – SWAP INTO WAITLISTED CLASS (DROP IF ENROLL)

The screenshot displays the 'Class Search' page. At the top, there is a yellow header with 'Swap Classes' on the left and 'Class Search' in the center, along with home, menu, and refresh icons on the right. Below the header, the page is divided into a sidebar and a main content area. The sidebar, on the left, contains a list of navigation items: 'View My Classes', 'Class Search and Enroll', 'Shopping Cart', 'Drop/Swap/Update Classes' (with a dropdown arrow), 'Drop Classes', 'Swap Classes' (highlighted in yellow), 'Update Classes', 'Course Atlas' (with a dropdown arrow), 'Browse Course Catalog', 'Planner', 'Enrollment Dates', and 'Exam Schedule'. The main content area on the right features a 'Search For Classes' section with a search bar containing 'HIST 219' and a search button. Below the search bar, there is a link for 'Additional ways to search' and a 'Recently Viewed' section with a dropdown arrow.

Enter the course you wish to swap into and click “>>” to search.

Swap Classes Class Search Results

**Class Status**  
Wait List Classes Only

**Course Career**  
Undergraduate Emory College

**Subject**  
HIST / History

**Class Meeting Days**  
Mon Wed Fri

**Class Start Times**  
Start 10am - 1pm

**Requirement Designation**  
History, Society, Cultures

**Class Component**  
Lecture

**Instruction Mode**  
In Person

**Campus**  
Atlanta Campus

**Academic Session**  
Regular Academic Session

**View Search Results**  
1 Course with keyword: HIST 219

HIST 219  
The First World War  
1 Class Option Available

Select HIST 219 to see all of the class options.

# OPUS – SWAP INTO WAITLISTED CLASS (DROP IF ENROLL)

**Fall 2018**  
Undergraduate Emory College

**HIST 219**  
The First World War

**Course Information**

**Class Selection**

Select a class option **1** Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Wait List	Regular Academic Session	Lecture - Class 4804 - Section 1	08/29/2018 - 12/11/2018	Monday Wednesday Friday 12:00PM to 12:50PM	Tarbutton Hall 218	Brian Vick	Waitlist Available Places 996 of 999

If the class option selected is a waitlisted class it will show “Wait List” as the status.

Select the class option.

**Swap Classes** Next >

**Fall 2018**  
Undergraduate Emory College  
Emory University

**Review Class Selection** (Visited)

**Class Preferences** (Not Started)

**Confirm Class Swap** (Not Started)

**Step 1 of 3: Review Class Selection**

You have selected  
**HIST 219 The First World War**

Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Class 4804 - Section 1	Regular Academic Session	08/29/2018 - 12/11/2018	Monday Wednesday Friday 12:00PM to 12:50PM	Waitlist Available Places 996 of 999

Review your selected class.

Click “Next” to continue the swap process.

## OPUS – SWAP INTO WAITLISTED CLASS (DROP IF ENROLL)

Exit Swap Classes Previous

Fall 2018  
Undergraduate Emory College  
Emory University

1 Review Class Selection Complete

2 Class Preferences In Progress

3 Confirm Class Swap Not Started

**Step 2 of 3: Class Preferences**

HIST 219 The First World War  
Lecture - Class 4804 - Section 1 - Wait List

Add to waitlist if class is full?  Yes

Permission Number

Grading Basis

Requirement Designation - History, Society, Cultures  
 Take Requirement Designation

Accept

Since this class has a waitlist, select “Yes” to “Add to waitlist if class is full?”

Click “Accept”.

Exit Swap Classes Previous

Fall 2018  
Undergraduate Emory College  
Emory University

1 Review Class Selection Complete

2 Class Preferences Complete

3 Confirm Class Swap Visited

**Step 3 of 3: Confirm Class Swap**

You are replacing this Class

ENG 356W Native American Literature

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Class 4052 - Section 1	Regular Academic Session	08/29/2018 - 12/11/2018	Tuesday Thursday 4:00PM to 5:15PM	Closed

With this Class

HIST 219 The First World War  
Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Class 4804 - Section 1	Regular Academic Session	08/29/2018 - 12/11/2018	Monday Wednesday Friday 12:00PM to 12:50PM	Waitlist Available Places 996 of 999

Class Preferences

Submit

Confirm the class swap.

Click “Submit”.

Exit Swap Classes Previous

Fall 2018  
Undergraduate Emory College  
Emory University

1 Review Class Selection Complete

2 Class Preferences Complete

3 Confirm Class Swap Visited

**Step 3 of 3: Confirm Class Swap**

You are replacing this Class

ENG 356W Native American Literature

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Class 4052 - Section 1	Regular Academic Session	08/29/2018 - 12/11/2018	Tuesday Thursday 4:00PM to 5:15PM	Closed

With this Class

HIST 219 The First World War  
Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Class 4804 - Section 1	Regular Academic Session	08/29/2018 - 12/11/2018	Monday Wednesday Friday 12:00PM to 12:50PM	Waitlist Available Places 996 of 999

Class Preferences

Submit

Are you sure you want to submit?

Yes No

Confirm that you wish to complete the swap process.

## OPUS – SWAP INTO WAITLISTED CLASS (DROP IF ENROLL)

The screenshot shows the OPUS system interface. At the top, a blue banner reads "OPUS – SWAP INTO WAITLISTED CLASS (DROP IF ENROLL)". Below this is a yellow header bar with "Student" on the left and "Confirmation" in the center, along with home and help icons. The main content area is divided into a left sidebar and a main panel. The sidebar contains navigation options: "View My Classes", "Class Search and Enroll", "Shopping Cart", "Drop/Swap/Update Classes" (with a sub-menu for "Drop Classes" and "Swap Classes"), "Course Atlas", "Browse Course Catalog", "Planner", "Enrollment Dates", and "Exam Schedule". The main panel displays a confirmation message with a green checkmark: "Swap ENG 356W - Native American Literature with HIST 219 - The First World War". Below this, it states: "You are required to take this requirement designation for this class. The requirement designation option has been set to yes. Class 4804 is full. You have been placed on the wait list in position number 4." A red arrow points from a box labeled "Your waitlist position" to the number "4" in the message.

If the swap is successful, you will be placed on the class waitlist and given a position number.