How to Swap an Enrolled Class with a Waitlist Class:

- From the university website, [www.utdallas.edu](http://www.utdallas.edu), click on the Galaxy link.
- From the Galaxy page, click on Orion and login with your netid and password.
- Select the ‘Manage My Classes’ Tile.
- Select ‘Swap Classes’.
• Select the term and click ‘Continue’.

• Under ‘Swap This Class’, select the class from your schedule for which you want to remove if you are enrolled from the waitlist.

• Under ‘With This Class’, either (1) choose Search for Class and click on Search or (2) enter the class number of the waitlist course and click on ‘enter’.

• If searching for the waitlisted class, Uncheck the box for ‘Show Open Classes Only’ so that wait listed courses will appear in your search.
• When looking at class if you want to see how many are already on the waitlist, click on the Section to see the section details.

![Class details](image1)

• In the class detail information, look for the Class Availability section. It will show you what the max number of students that can waitlist (Wait List Capacity) and how many are currently waitlisted for the class (Wait List Total).

![Class availability](image2)

• Select the class you want to waitlist for

![Select class](image3)

• When selecting the course, check the ‘Wait list if class is full’ box and then click on ‘Next’

![Select preferences](image4)
- Confirm your selections and then click “Finish Swapping.”

- Review your schedule. You should still be enrolled in the class you will be swapping out of and waitlisted for the class you want to swap into.