COLLEGE OF BUSINESS
JAMES MADISON UNIVERSITY
ACADEMIC SUCCESS CENTER

GETTING ON A WAITLIST & SWAPPING A CLASS

GETTING ON A WAITLIST

- Being on a waitlist does **NOT** guarantee a seat.
- Not all courses or sections will have a waitlist enabled.

SEARCHING FOR A WAIT-LISTED CLASS

1. Log into MyMadison, click the "Student" tab, then click on "Student Center."
2. Under the "Academics" tab, click "Search."
3. Enter your search criteria. Uncheck "Show Open Classes Only."

Courses with a green circle are open, blue square are closed, and yellow triangle are full with a wait list enabled.

4. Click Search
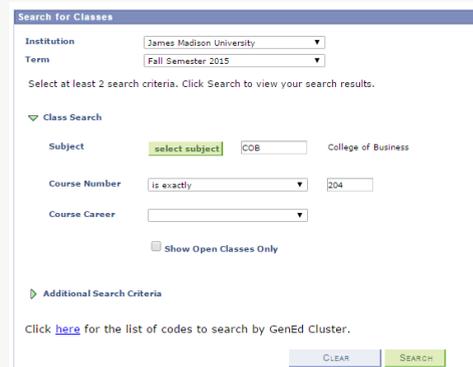
WAIT-LISTING FOR A CLASS

1. If the class you want has a waitlist enabled, click "Select" to proceed.

2. Check the box "Wait list if class is full."

If this course is for "repeat" or "repeat forgive" credit, choose the appropriate drop down selection from "Repeat Code."

3. Click "Next." Your course is now in your shopping cart.
4. Click the "Enroll" tab, then click the "add" subtab.

5. Click "Proceed To Step 2 Of 3." Click "Finish Enrolling."

GETTING OFF THE WAITLIST

1. You are now on the waitlist. When you view your class schedule, the status will say "Waiting."
2. You will be notified via email IF a seat becomes available. The message will either notify you that you have been registered, or it will instruct you to complete registration on MyMadison.
3. You can drop a wait-listed course at any time.

SWAPPING A CLASS

If the class you wish to swap into has a waitlist, you can "swap" and join that waitlist while remaining enrolled in your current class. Once it is your turn to be removed from the waitlist, MyMadison will automatically drop your current course selection and enroll you in the new class.

SEARCHING FOR A CLASS TO SWAP

1. Log into MyMadison, click the "Student" tab, then click on "Student Center."

2. Under the "Academics" tab, click "My Academics."

3. "Click on the "Enroll" tab, then click on the "swap" tag.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap	edit	term information

4. Under the "Swap This Class" section, choose the course you are willing to drop from your current schedule.

5. Under the "With This Class" section, choose "Class Search" then click "Search." If you know your specific class number, you can enter it in this section and skip to "Swapping Into A Class" below.

Swap This Class
Select from your schedule: COB 204: COMPUTER INFORMATION SYSTEMS ▼

With This Class
Search for Class: Class Search ▼ [search]
------ OR ------
Enter Class Nbr: [____] [enter]

6. Enter your search criteria. Uncheck "Show Open Classes Only." Click "Search."
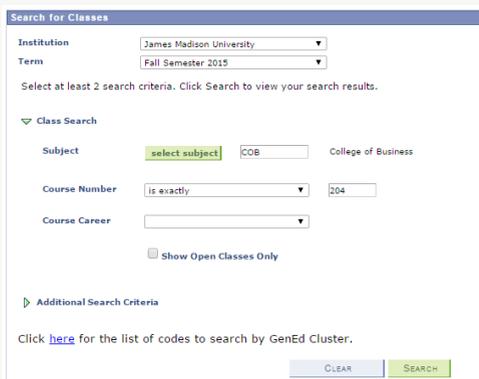
Search for Classes
Institution: James Madison University ▼
Term: Fall Semester 2015 ▼
Select at least 2 search criteria. Click Search to view your search results.

▽ Class Search
Subject: [select subject] COB College of Business
Course Number: is exactly ▼ 204
Course Career: ▼
☐ Show Open Classes Only

▷ Additional Search Criteria

Click here for the list of codes to search by GenEd Cluster.

[CLEAR] [SEARCH]

7. Find the course you would like to swap into. Click "Select."

SWAPPING INTO A CLASS

1. Check the box "Wait list if class is full."

COB 204-0008   Lecture   ⚠ Wait List   Wait List   ☑ Wait list if class is full
Session: Regular Academic Session   Grading: Graded
Career: Undergraduate   Units: 3.00
Repeat Code: ▼
[CANCEL] [NEXT]

If this course is for "repeat" or "repeat forgive" credit, choose the appropriate drop down selection from "Repeat Code."

2. Click "Next."

3. Review and confirm your selection. Click "Finish Swapping."

4. If the class is open, you will swap into it immediately.

AACSB ACCREDITED

CONTACT US

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Monday - Friday
8am - 5pm

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