



**SEATTLE COLLEGES**

*North • Central • South*

Join a Class Waitlist & Select Your Back-up Class (Swap)

This guide shows students how to use the **Swap** feature in the class schedule.

- It's for students who need/want to take a specific course that is already full AND want to make sure they are enrolled in a class if they cannot get in from the waitlist.
- It shows how to add yourself to the Waitlist of the preferred class, while remaining enrolled in the second-best class option.

### **Using Swap guarantees that**

- If the preferred class remains full, you've still got a spot in another class.
- If the preferred class has an opening for your waitlist position, you'll be added to it and removed from your "second-best" class option.



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## Step 1:

Open a browser and go to your campus website.  
Click on **Students**.

[www.seattlecentral.edu](http://www.seattlecentral.edu) | [www.southseattle.edu](http://www.southseattle.edu) | [www.northseattle.edu](http://www.northseattle.edu)

# Students



A grid of ten icons for student services. The icons are arranged in three rows. The first row contains ctcLink, Canvas, Starfish, and MyNorth. The second row contains MySeattleColleges Login, Office 365, Library, and Calendar. The third row contains Class Schedule, Student Handbook, and Virtual Assistance. The Class Schedule icon is highlighted with a red square, and a red arrow points to it from the right.

- ctcLink
- Canvas
- Starfish
- MyNorth
- MySeattleColleges Login
- Office 365
- Library
- Calendar
- Class Schedule**
- Student Handbook
- Virtual Assistance

## Latest from North Seattle



**2021 Graduation and Juneteenth Celebration**



**Crawford Appointed President of North Seattle College**



**Step 2:** Click the Class Schedule icon.

The screenshot shows a 'Class Search' interface. On the left is a dark blue vertical sidebar with several icons: a hamburger menu, a grid icon, a globe, and a profile icon at the bottom. The profile icon is highlighted with a red square, and a red arrow points from it towards the search area. The main content area has a title 'Class Search' and a settings gear icon. Below the title is the instruction 'Select all the required (\*) search criteria.' followed by several filter boxes: 'Term:' with 'SUMMER 2021', 'Acad Career', 'Subject', 'Catalog #', and 'Keyword'. There are 'Search' and 'Reset Filters' buttons, and a 'More Filters 1' button. A checkbox for 'Show Open Classes Only' is also present. At the bottom of the main area, the text 'Select search criteria to view classes.' is displayed.

**Step 3:** Click the profile icon at the bottom left.

ctcLink

Washington State Community and Technical Colleges

ctcLink ID

Password

[Forgot my password](#)

**Sign In**

[Reset Password](#)

[Unlock Account](#)

[Help](#)

[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)

**Step 4:** Enter your ctcLink ID and password. Then click **Sign In**.

Principles of Accounting I | ACCT& 201

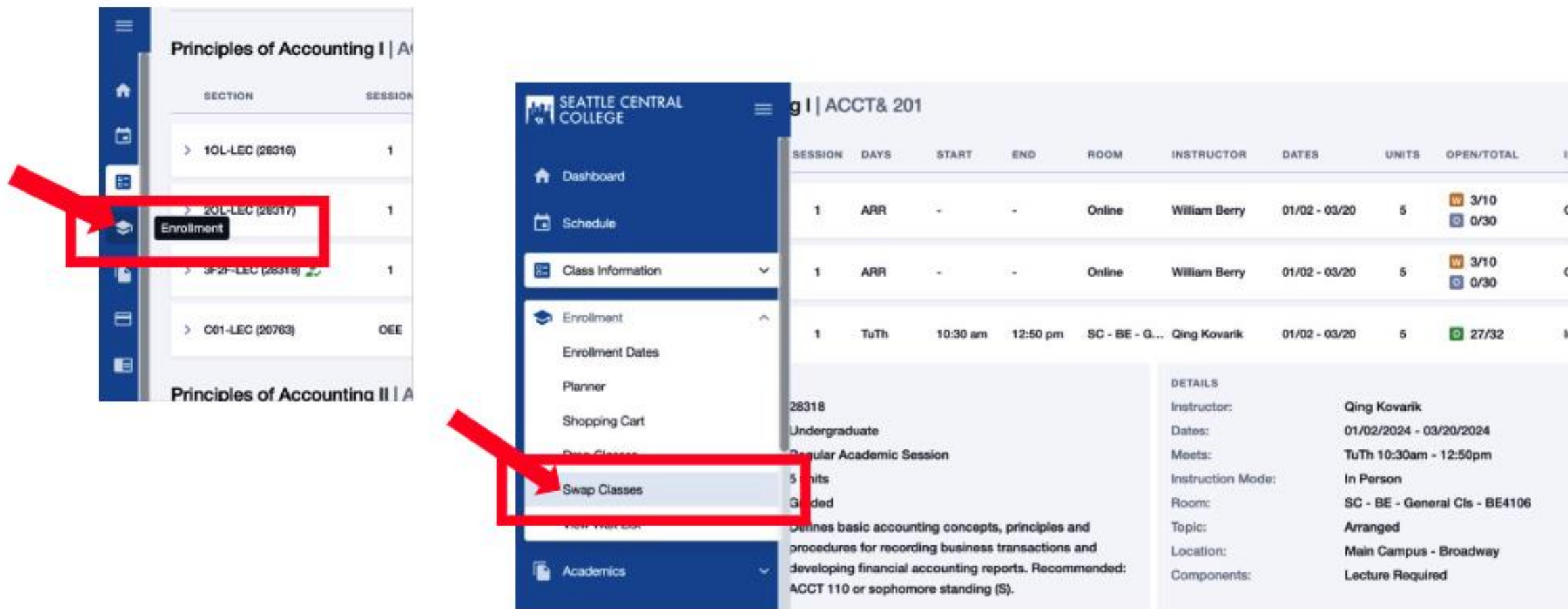
SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	UNITS	OPEN/TOTAL	INSTRUCTION MODE
> 1OL-LEC (28318)	1	ARR	-	-	Online	William Berry	01/02 - 03/20	5	W 3/10 O 0/30	On-line
> 2OL-LEC (28318)	1	ARR	-	-	Online	William Berry	01/02 - 03/20	5	W 3/10 O 0/30	On-line
✓ 3F2F-LEC (28318)	1	TuTh	10:30 am	12:50 pm	SC - BE - G...	Qing Kovarik	01/02 - 03/20	5	O 27/32	In Person

INFORMATION		DETAILS	
Class Number:	28318	Instructor:	Qing Kovarik
Career:	Undergraduate	Dates:	01/02/2024 - 03/20/2024

Enroll in an open class. This can be another section of the course you need to take or a different course choice. It should be one that fits into your schedule; think of it as your *second-best* option. **This step is critical.**

**Step 5:** How to enroll? [Check out this helpful guide](#) or visit [www.seattlecolleges.edu/ctclink/ctclink-students/ctclink-help-resources-students](http://www.seattlecolleges.edu/ctclink/ctclink-students/ctclink-help-resources-students).



**Step 6:** Click the **Enrollment** icon in the left navigation bar to expand the menu. Then click **Swap Classes**.



Swap Classes

Term: WINTER 2024

Select a class to swap

CLASS	DESCRIPTION	UNITS
ACCT& 201 LEC-3F2F (28318)	Principles of Accounting I	5

Swap This Class ^

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

Click **Swap This Class** for the class you would like to “swap”.

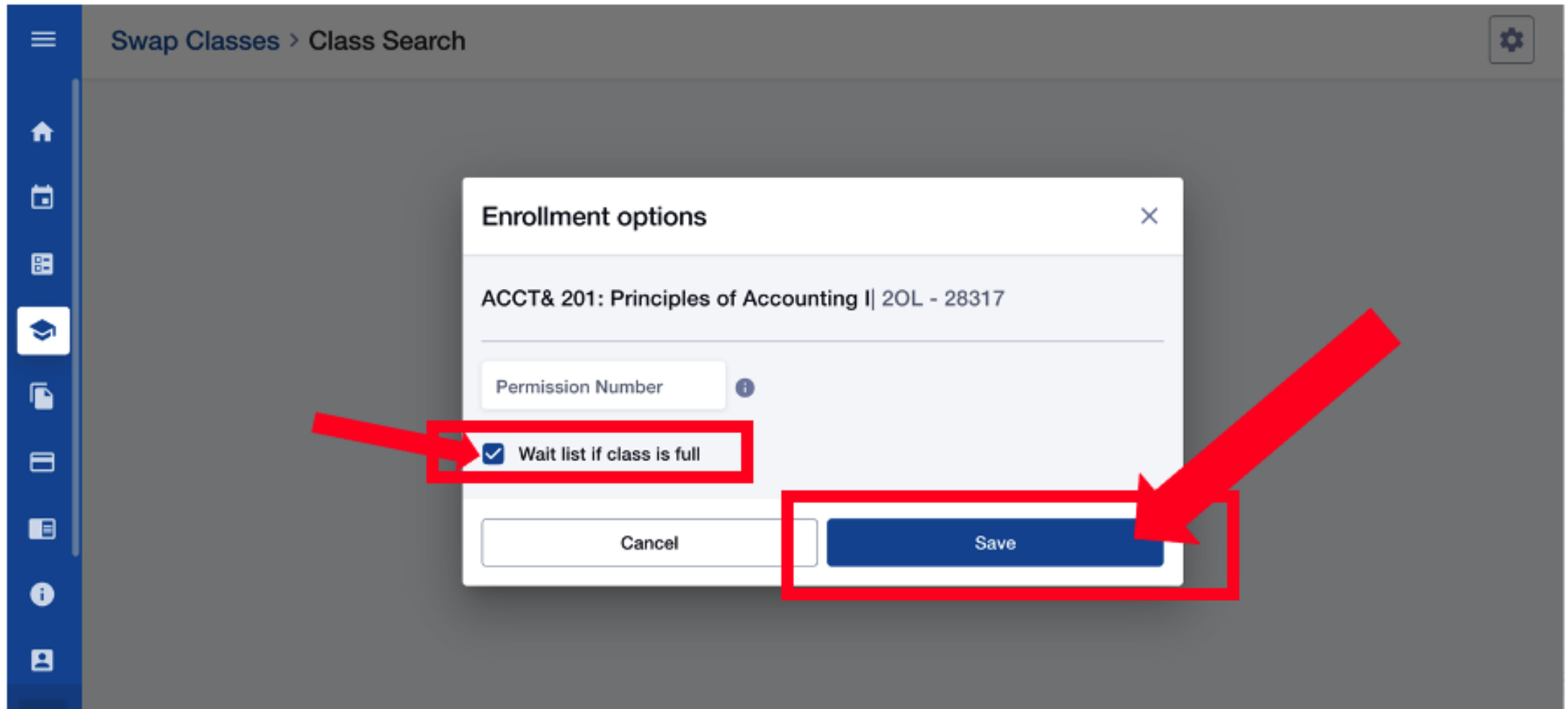
**Step 7:** If you know the *Class Number* or have the class in your *Shopping Cart*, those options are easiest. If not, select **With class from Search**.

Show Open Classes Only

### Principles of Accounting I | ACCT& 201

SECTION	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	UNITS	OPEN/TOTAL	INSTRUCTION MODE	
> 10L-LEC (28316)	1	ARR	-	-	Online	William Berry	01/02 - 0...	5	4/10 0/30	On-line	<a href="#">Swap</a>
> 20L-LEC (28317)	1	ARR	-	-	Online	William Berry	01/02 - 0...	5	6/10 0/30	On-line	<a href="#">Swap</a>
> 3F2F-LEC (283...	1	TuTh	10:30 am	12:50 pm	SC - BE - ...	Qing Kovarik	01/02 - 0...	5	27/32	In Person	<a href="#">Swap</a>
> C01-LEC (20763)	OEE	ARR	-	-	Self-Paced	William Berry	01/02 - 0...	5	33/35	Other	<a href="#">Swap</a>

**Step 8:** Find the class you prefer to take and click **Swap**.



**Step 9:** Check the option box **Wait list if class is full**. Then click **Save**.

Swap Classes > ... > Swap confirmation


You are replacing this class

SECTION	DESCRIPTION	INSTRUCTOR	UNITS	STATUS
ACCT& 201-3F2F (28318)	Principles of Accounting I (Lecture)	Q. Kovarik	5	Enrolled

With this class

SECTION	DESCRIPTION	INSTRUCTOR	UNITS	STATUS
ACCT& 201-2OL (28317)	Principles of Accounting I (Lecture)	W. Berry	5	Wait List

Cancel Confirm



**Step 10:** Review your selection and click **Confirm**.

The image shows two screenshots from the Seattle Central College enrollment system. The left screenshot displays the 'Schedule' page for Winter 2024, with a red box around the 'Schedule' menu item in the left sidebar. A table lists classes with columns for Class, Description, Instructor, Start, End, Dates, Room, Wait List Position, and Units. A red arrow points to the waitlist position '5' for the class ACCTS 201 20L-LEC (28317). The right screenshot shows the 'Drop Classes' page, with a red box around the 'Drop Classes' option in the enrollment menu. A table lists classes with columns for Class, Description, Days, Start, End, Room, Instructor, Units, and Status. A red arrow points to the waitlist position '5' for the class ACCTS 201 20L-LEC (28317).

**Step 11:** You can view the classes your enrolled in/waitlisted for in the **List View** of your **Schedule**, or by viewing them in the **Drop Classes** area of the **Enrollment** menu. In both areas, you can see your Waitlist position for the preferred class.

# What happens next?

Students on the waitlist will be added to the class in the order of their waitlist position.

If there is an opening in the class for your waitlist position, you will automatically be enrolled in the preferred class and removed from the original class.

If there are not enough openings in the preferred class, you will remain enrolled in the original class.

The Swap feature stops working when the waitlist stops moving.