If you add your name to a course waitlist and a space opens up, Albert **will not** enroll you if:

- There is a time conflict with one of the classes you are currently enrolled in.
- The units from the course will put you above 18 units.

You can prevent this from happening by using the SWAP function to add your name to a waitlist.

Here’s How:

1. Log on to your Student Center on Albert.
2. Select the Enroll tab.
3. Click the SWAP tab.
4. Select the course from your schedule that can be dropped.
5. Enter the Class Number of the preferred class.
6. In some cases, Waitlist for the preferred class.
7. Finish Swapping

If you are on Albert enrolling in classes and you need to use the SWAP feature, do not add your name to the waitlist from the add tab on the enrollment screen. Instead you should:

1. Bypass the waitlist option on the add tab (see below).
2. Enroll in all other of open classes
3. Click on the SWAP tab and follow steps 4 – 7 (listed above) to add your name to the closed course waitlist and tell Albert which class to drop if a space becomes available.

**If you plan to use the SWAP feature do not select the waitlist option on this screen.**

**If you plan to use the SWAP feature, add your name to the Waitlist here!**