

Louie Waitlist Swap Transcript

Let's take a look at how to set up a waitlist swap. This is a really helpful function if you're trying to waitlist a section of a class, while also being enrolled in a different section of the same class. If a seat comes available for you in the waitlisted section, you will be dropped from the section you don't want and enrolled into your desired section at the same time.

First, Navigate to nau.edu/louie. Click Log into Louie and log in with your NAU Credentials. Here you will see your student homepage. Click the "Manage Classes" tile.

On the left-hand side, click "Swap Classes". Select the relevant term and click "Continue". From the "Swap This Class" box, you'll select the class that you would like to swap out of. In the "With This Class" box, you can search for the class you want to swap with, enter the class number (if you know it), or if you have it in your shopping cart already, you can select it that way.

In this video, we will show you how to find it with the class search. Click "Search" and then enter the subject and number of the course you're looking for. Make sure to unclick the "Show Open Classes Only" to see the classes that are full.

Click "Select" for your desired section, and it will bring you to this "Enrollment Preferences" page. Click the "Waitlist if class is full" check box and click "Next".

Click "Finish Swapping" and it will let you know that the class is full, but you've been placed on the waitlist and what position you are in. You will receive an email if and when you've been enrolled into the waitlisted class.