The waitlist is used for all Undergraduate, Graduate and Law courses for Fall and Spring semesters. The waitlist capacity is automatically generated based on the enrollment capacity of the course. A course must be an enrollment section to have a waitlist. Students opt to add their name to the waitlist for a course during enrollment.

Student Self Service – add to the waitlist

This section of the job aid describes the process a student will follow to add themselves to the waitlist. This is done through their Student Center – enrollment:add.

1. Navigate to their Student Center and select Enrollment:add from the other academics drop down menu.

2. Search for your class by clicking the Search button or entering the class number (5 digit identifier) in the class number field.
3. When searching for a class, make sure to uncheck the **Show Open Classes Only** checkbox to view both open and closed classes.

4. Choose the class you would like to waitlist. The waitlist is available for any class with the waitlist icon (orange triangle △).
5. On the Enrollment Preferences page, select the **Waitlist if Class is Full** checkbox and click Next. If you do not check the box, you will not be waitlisted.

6. Finalize adding to the waitlist by clicking the **Proceed to Step 2 of 3** button.

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

ENG 231 has been added to your Shopping Cart. You are not yet enrolled in this class.

**PROCEED TO STEP 2 OF 3**
7. Confirm your selection by clicking Finish Enrolling.

Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2011 Fall | Undergraduate | University of Nevada Las Vegas

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 231-1001 (04586)</td>
<td>World Literature I (Lecture)</td>
<td>MWF 10:00AM - 11:15AM</td>
<td>CEB 210</td>
<td>Staff</td>
<td>3.00</td>
<td>Wait List</td>
</tr>
</tbody>
</table>

3. View results

View the following status report for enrollment confirmations and errors:

Frodo Baggins

Add Classes

8. You have finished adding to the waitlist. You will see a message stating your position of the waitlist. In this case, you are position #1 and will be enrolled (if you meet all the criteria to enroll in the class) when a seat opens.

NOTES

- If the class has any enrollment requirements (i.e. prerequisites, consent required) the student will not be able to add to the waitlist. This has been tested and confirmed. If a student attempts to add to a waitlist for a class in which they have an enrollment block (prerequisites, consent required) they will encounter an Error upon enrollment and be forced to get permission prior to enrolling to the waitlist.

- If a student has a time conflict with their waitlisted course or have maxed out your course credit load, they CAN enroll to the waitlist, but CAN NOT be enrolled from the waitlist. To be enrolled in the course, they must adjust your schedule to allow the system to enroll them in the course.

ENG 231 - World Literature I

Course Detail

- Career: Undergraduate
- Units: 3.00
- Grading Basis: Graded
- Course Components: Lecture, Required
- Campus: Main Campus
- Academic Group: Liberal Arts
- Academic Organization: English

Enrollment Information

- Enrollment Requirement: HON 100H or ENG 101 and ENG 102 or ENG 100WA-ENG 100WM
- Description: Introduces students to world masterworks from antiquity through the mid-seventeenth century. 3 credits.
This section of the job aid describes the process a student will follow to swap to the wait list. This is done through their Student Center — enrollment:swap. The swap functionality is used if a student is currently enrolled in one section of a course and wishes to switch into another section. To ensure the Waitlist Enrollment job does not encounter an error (indicating the student is already enrolled), students should swap onto the waitlist.

1. Navigate to their Student Center and select Enrollment:swap from the other academics drop down menu.

2. Select the class you wish to swap from (1) and search for the class you wish to swap to (2).

Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

2012 Spring | Undergraduate | University of Nevada Las Vegas

Swap This Class

Select from your schedule: HMD 402: Hosp Emp Law

With This Class

Search for Class

Enter Class Nbr

My 2012 Spring Class Schedule
3. When searching for a class, make sure to uncheck the **Show Open Classes Only** checkbox to view both open and closed classes.

4. Choose the class you would like to waitlist. The waitlist is available for any class with the waitlist icon (orange triangle ▲).
5. On the Enrollment Preferences page, select the **Waitlist if Class is Full** checkbox and click **Next**. If you do not check the box, you will not be waitlisted.

6. Finalize adding to the waitlist by clicking the **Finish Swapping** button.
You have finished swapping to the waitlist. You will see a message stating your position of the waitlist. In this case, you are position #1 and will be enrolled (if you meet all the criteria to enroll in the class) when a seat opens.

WAITLIST CONSIDERATIONS

To troubleshoot waitlist questions and view the any errors encountered when the Waitlist Enrollment job attempts to enroll a student in their course, please use the following query:

- UNLVSR_WAITLIST_ERRORS

This query prompts for NSHE ID and term and will return any errors the Waitlist Enrollment Job generates when it attempts to enroll a student in a waitlisted course. The results are ordered the last date and time of the error message so look at the last result of the query to view the most recent error. If you are unable to understand an error, please email pstraining@unlv.edu OR send the student to the Enrollment Services Center for additional assistance.

<table>
<thead>
<tr>
<th>Consideration</th>
<th>Potential Outcome or Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is an automated job that runs the waitlist engine. This waitlist engine is the process that attempts to enroll students in open seats. This job is run once overnight, once mid-day and at ad hoc periods during peak enrollment.</td>
<td>If a student drops a class and there is a waitlist for that particular class, opening up a seat in the class, enrollment for the course will remain &quot;closed&quot; until the waitlist job is run. In essence, this saves the seat(s) in the class for any student(s) who are waiting on the waitlist. Once the waitlist job is run and an attempt has been made to enroll students from the waitlist (see below), if the class has any remaining seats, those will be open for regular enrollment.</td>
</tr>
<tr>
<td>Students may add to the waitlist <strong>even if:</strong></td>
<td>If a student has a potential block for enrollment, they will not be enrolled when a seat opens up in the class and the waitlist job is run. The job will encounter an error and the student will remain on the waitlist until the error is addressed. To view errors, please refer to the UNLVS_WAITLIST_ERRORS query.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| - They **have** a time conflict  
- They **have** reached their maximum enrollment units | |
| Students may add to the waitlist for multiple sections of the same course. | Unlike enrollment, students may add to the waitlist for multiple sections of the same course. If a seat opens up on one of those sections and the student can be enrolled, they will be pulled from the waitlist and dropped from the remainder of the waitlists for that course. |
| Students are sent an email when they are enrolled from the waitlist for the course. The email will be sent to the student's Rebel Mail email address. | |
| **Class Permission**  
- The waitlist engine utilizes some permission granted after a student added to the waitlist. | If a student is granted *requisites not met* or *consent required* permission after they have added to the waitlist, the waitlist engine will look to the permissions and enroll the student based on their eligibility (considering the permission) for the course.  
If the student is not being enrolled from the waitlist because of a time conflict or maximum credit exceeded error, they must address those errors with their advising office of the Enrollment Services Center.  
If a student is granted *closed class* permission after they have added to the waitlist, they must drop from the waitlist and re-add to the course. Since they have *closed class* permission, they do not risk losing a seat in the class. |
| If the student is enrolled in a class and waitlisted for a different section, they must **swap** onto the waitlist to ensure the Waitlist Enrollment Job can process the request. | If the student does not **swap** onto the waitlist for the new section, the Waitlist Enrollment job will encounter an error indicating the student is already enrolled in the course. |