

Waitlist Considerations

- ✓ Waitlists are available for all undergraduate, graduate and law classes in the Fall and Spring semesters.
- ✓ You must select to add yourself to the waitlist during enrollment to be *waitlisted* for a course. The Wait List enrollment job runs at least once a day. Open seats in classes with students on the wait list will be held until the Wait List job is run again. This ensures students on the wait list have first priority in the open seats. To learn more about adding to the waitlist, refer to the [Add to the Waitlist](#) section of this document.
- ✓ If a seat opens up in the class, the automated Wait list enrollment job will attempt to enroll you in the class.
- ✓ You are responsible for maintaining your own wait lists. If you are on a wait list and no longer wish to enroll in the class, you must drop from the wait list.
- ✓ If you are enrolled from the waitlist, you are responsible for any tuition and fees associated with the class.
- ✓ If there is ANYTHING that prevents you from enrolling in the class (e.g. time conflicts, credit overloads) the Wait List job will encounter an error when trying to enroll you in the class. You will remain on the wait list. Be sure to clear up ANY items that may prevent you from enrolling in the class so you can successfully be enrolled from the wait list when a seat opens.
- ✓ If you wish to waitlist for a particular class section and you are currently enrolled in another section of the same course, you will need to swap onto the waitlist to ensure the Waitlist enrollment job does not encounter a time conflict error. To learn more about swapping, refer to the [Swap to the Waitlist](#) section of this document.
- ✓ If you have been granted *closed class* permission from a department and you are currently on the waitlist, you will need to drop from the waitlist to use the closed class permission.
- ✓ Once enrolled, you will be sent an email indicating you have been enrolled in the class. Be sure to check your Rebel Mail for wait list notifications.

Add to the Waitlist

Step 1: Locate the class you wish to WAITLIST

For detailed instructions on adding a class to your shopping cart (necessary to arrive at Step 2), please refer to the *Self Service Enrollment: Add student* guide.

- Navigate to [Enrollment: Add](#)
- Select the term you wish to add to the waitlist (if necessary)
- Select the class to which you wish to add to the waitlist by **searching** for your class.

Step 2: Select classes to add - Search for Classes Page

Search for your class by looking up the Subject and Course number. For detailed instructions on searching for classes, please review the *Self Service Enrollment: Add* tutorial.

- Make sure you **uncheck** the **Show Open Classes Only** box to ensure you can view both open and classes with a waitlist.
- Click **Search**

Add Classes

1

Enter Search Criteria

University of Nevada Las Vegas | 2011 Fall

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject ENG English

Course Number 231

Course Career

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

[Return to Add Classes](#)

Step 5: Select classes to add - Class Search Results Page

The **Class Search Results** page provides various information.

- You will find, written in blue, the search criteria you entered that produced the results you are viewing.
- Beneath that you will find a key to the class Status. You will be looking for classes with a Waitlist. The key shows the following:
 - An **orange triangle** indicates that the class has gone to a **Wait List Status**
- Click **Select Class** on the appropriate course and section.

ENG 231 - World Literature I

[View All Sections](#) First Last

Section [1001-LEC\(84586\)](#) Status

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWe 10:00AM - 11:15AM	CEB-210	Staff	08/29/2011 - 12/17/2011

Section [1002-LEC\(84587\)](#) Status

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TuTh 11:30AM - 12:45PM	CBC-C112	Staff	08/29/2011 - 12/17/2011

Step 6: Select classes to add - Class Detail Page

Make sure you fully review the **Class Details**. If you do not meet the criteria for the course (e.g. the prerequisites, co-requisites, consent) you may not be enrolled to the wait list. Anything that prevents you from enrolling in an open class will also prevent the wait list job from enrolling you once a seat opens up.

The **Class Detail** page provides detailed information about the **Class Section** including:

- **Class Details** - displays the **Status** of the class section, the **Class Number** (needed for registration), the **Units**, type of class it is (**Class Components**), **Dates** (which normally includes Finals week), the **Grading** basis, **Location** the class meets and **Campus** through which the class is offered.
- **Meeting Information** - displays the **Days & Times** the class meets as well as the **Room** location, **Instructor** and **Meeting Dates** (which normally includes Finals week).
- **Enrollment Information** will display pre-requisites if there are any.
- **Class Availability** - displays all **Enrollment** and **Seating** information
- **Notes** (will only display if there are **Notes** about the class) - displays additional information about the class such as extra fees, additional meeting information, equipment needed etc.
- **Description** - displays the long **Description** of the class

CHEM 121 - 1001 General Chemistry I

University of Nevada Las Vegas | 2010 Fall | Lecture

[Return to Add Classes](#)

[VIEW SEARCH RESULTS](#)

[SELECT CLASS](#)

Class Details			
Status	▲ Wait List	Career	Undergraduate
Class Number	11909	Dates	8/27/2010 - 12/15/2010
Session	Regular Academic Session	Grading	Letter Grade
Units	4 units	Location	UNLV Main
Instruction Mode	In Person	Campus	Main Campus
Class Components	Laboratory Required Lecture Required		

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:15AM	TBA	Staff	08/27/2010 - 12/15/2010

Enrollment Information	
Enrollment Requirements	Student must have passed CHEM 103.

Class Availability			
Class Capacity	15	Wait List Capacity	0
Enrollment Total	0	Wait List Total	0
Available Seats	15		

Description
Fundamental principles of chemistry and their correlation with the properties of the elements. Three hours lecture and three hours laboratory. Corequisite: MATH 127 or 128 or higher. Prerequisites: A passing score on the Chemistry Placement Exam or a grade of C or better in CHEM 103. 4 credits.

Step 7: Select classes to add - Enrollment Preferences Page

Next you will be shown the **Enrollment Preferences** page. This is where

- You should double check to see if there are any **Pre-requisites** or **Co-requisites** for the class. These would be listed under **Enrollment Information**. If so, be aware that you will only be able to add the class to your **Class Schedule** if you meet the requisite criteria.
- **Department Consent** means you must contact the department to obtain permission to enroll.
- You might also double check the **Days & Times** the class meets in the table at the bottom of the page to ensure that it will not conflict with any other classes in which you have already enrolled or plan to enroll. **If there is a time conflict the waitlist job will not enroll you even if a seat opens up.**
- If the class is a Variable unit class then you will see a dropdown to select the number of **Units** you wish to enroll in.
- To continue with the *Add Classes* transaction, click the **NEXT** button toward the bottom of the page.

Frodo Baggins

go to ...

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

Add Classes

1

1. Select classes to add - Enrollment Preferences

2011 Fall | Undergraduate | University of Nevada Las Vegas

ENG 231 - World Literature I

Class Preferences

ENG 231-1001 Lecture  Wait List

Wait List



Wait list if class is full

Grading

Letter Grade

Session Regular Academic

Career Undergraduate

Units

3.00

CANCEL

NEXT 

Section	Component	Days & Times	Room	Instructor	Start/End Date
1001	Lecture	MoWe 10:00AM - 11:15AM	CEB-210	Staff	08/29/2011 - 12/17/2011

Step 8: Select classes to add (Shopping Cart Verification) Page

- You will receive a message verifying whether or not the class you chose was added to your **Shopping Cart**. (For example, a class that was already in your **Shopping Cart** would not be added to it again.)

Add Classes



1. Select classes to add

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.

✓ SOC 101 has been added to your Shopping Cart. You are not yet enrolled in this class.

2012 Summer | Undergraduate | University of Nevada Las Vegas [change term](#)

Open Closed Wait List

Add to Cart:

Enter Class Nbr

[enter](#)

Find Classes

Class Search

[search](#)

2012 Summer Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	SOC 101-1002 (51613)		TBA	S. Gottschalk	3.00	

[PROCEED TO STEP 2 OF 3](#)

Step 9: Confirm classes Page

The **Confirm classes** page will display all classes that are currently in your **Shopping Cart**.

- If you wish to add to the wait for the class, click the [Finish Enrolling](#) button.

Add Classes



1. Select classes to add

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.

✓ SOC 101 has been added to your Shopping Cart. You are not yet enrolled in this class.

2012 Summer | Undergraduate | University of Nevada Las Vegas [change term](#)

Open Closed Wait List

Add to Cart:

Enter Class Nbr

[enter](#)

Find Classes

Class Search

[search](#)

2012 Summer Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	SOC 101-1002 (51613)		TBA	S. Gottschalk	3.00	

[PROCEED TO STEP 2 OF 3](#)



Step 10: View results Page

The **View results** page provides a status report for enrollment confirmations and errors.

- In the center of the page is a key that shows the following:
- **Green check mark** indicates **Success: enrolled** in the class. If you are added to the waitlist, you will see the green check mark and information regarding your position number on the waitlist.
- **Red X** indicates **Error: unable to add class**.

Add Classes

1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

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✓ Success: enrolled			✗ Error: unable to add class		
Class	Message	Status			
SOC 101	Message: Class 51613 is full. You have been placed on the wait list in position number 1.	✓			
			MAKE A PAYMENT	MY CLASS SCHEDULE	ADD ANOTHER CLASS

Add Classes

1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

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✓ Success: enrolled			✗ Error: unable to add class		
Class	Message	Status			
MATH 283	Error: Unable to add this class - requisites have not been met. MATH 182	✗			
			MAKE A PAYMENT	MY CLASS SCHEDULE	ADD ANOTHER CLASS

Step 11: What is Next?

- ✓ When a seat opens up in the class, the automated Wait list enrollment job will attempt to enroll you in the class.
- ✓ The Wait List enrollment job runs at least once a day. Open seats in classes with students on the wait list will be held until the Wait List job is run again. This ensures students on the wait list have first priority in the open seats.
- ✓ Once enrolled, you will be sent an email indicating you have been enrolled in the class. Be sure to check your Rebel Mail for wait list notifications.

If you wish to waitlist for a particular class section and you are currently enrolled in another section of the same course, you will need to swap onto the waitlist to ensure the Waitlist enrollment job does not encounter a time conflict error.

Swap to the Waitlist

Step 1: Navigate to Swap Classes

- From the **Student Center** you may navigate to registration in one of two ways.
 - Click on the [Enroll](#) link
 - Select **Enrolment: Add** from the other academic drop down menu.

The screenshot shows the 'My Academics' page. On the left, a dropdown menu is open, with 'Enrollment: Swap' highlighted by a yellow starburst. The main content area shows 'This Week's Schedule' with two classes: CHEM 475-1001 LEC (27113) and STAT 391-1005 LEC (28712). On the right, there are navigation links for 'Communication Center', 'Holds', 'To Do List', and 'Enrollment Dates'.

Step 2: Select classes to add Page

- To begin the *Swapping Classes* process, refer to the **Swap This Class** title bar (1). Beneath it, you will see a dropdown menu that provides you with a list of all the classes that you may swap that are currently on your **Class Schedule** for the **Term**. If the class you wish to swap is not showing in the field already, click the dropdown arrow to select the class you wish to swap.
- Next, refer to the title bar entitled **With This Class** (2). Here you are selecting the class you wish to ADD.
- You may select the Add class in one of three ways: either **Search for Class** or **Select from Shopping Cart** or **Enter Class Nbr**. For assistance with the "Search for Class" procedure, refer to the Self Service Add guide.
- Use the **Search for Class** dropdown if you

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.

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[change term](#)

The screenshot shows the 'Swap This Class' section with a dropdown menu set to 'SOC 101: Principles of Sociology' (marked with a red circle 1). Below it is the 'With This Class' section, which has three options: 'Search for Class' (with a 'search' button and a red circle 2), 'Enter Class Nbr' (with an 'enter' button), and 'OR' in between.

don't already know the 5-digit **Class Number** of the class for which you wish to swap into.

- Use the **Enter Class Nbr** field if you already know the 5-digit **Class Number** of the class you wish to swap into.

Step 3: Select classes to add - Search for Classes Page

Search for your class by looking up the Subject and Course number. For detailed instructions on searching for classes, please review the *Self Service Enrollment: Add* tutorial.

- Make sure you **uncheck** the **Show Open Classes Only** box to ensure you can view both open and classes with a waitlist.
- Click **Search**

Add Classes

1 2 3

Enter Search Criteria

University of Nevada Las Vegas | 2011 Fall

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject select subject ENG English

Course Number is exactly 231

Course Career Undergraduate

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

[Return to Add Classes](#)

CLEAR CRITERIA

SEARCH

Step 4: Select classes to add - Class Search Results Page

The **Class Search Results** page provides various information.

- Beneath that you will find a key to the class Status. You will be looking for classes with a Waitlist. The key shows the following:
 - An **orange triangle** indicates that the class has gone to a **Wait List Status**
- Click **Select Class** on the appropriate course and section.

ENG 231 - World Literature I

View All Sections First 1-3 of 37 Last

Section	1001-LEC(84586)	Status	select class
Session	Regular		
Days & Times	MoWe 10:00AM - 11:15AM	Room	CEB-210
Instructor	Staff	Meeting Dates	08/29/2011 - 12/17/2011
Section	1002-LEC(84587)	Status	select class
Session	Regular		
Days & Times	TuTh 11:30AM - 12:45PM	Room	CBC-C112
Instructor	Staff	Meeting Dates	08/29/2011 - 12/17/2011

Step 5: Select classes to add - Enrollment Preferences Page

Next you will be shown the **Enrollment Preferences** page. This is where you will select to Wait List if the class is full. Then click, **Next**.

Frodo Baggins go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

2011 Fall | Undergraduate | University of Nevada Las Vegas

ENG 231 - World Literature I

Class Preferences

ENG 231-1001	Lecture	▲ Wait List	Wait List	Wait list if class is full
Grading		Letter Grade		
Session		Regular Academic		
Career		Undergraduate		
Units		3.00		

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Dates
1001	Lecture	MoWe 10:00AM - 11:15AM	CEB-210	Staff	08/29/2011 - 12/17/2011

Step 6: Confirm the swap

Click the **Finish Swapping** to confirm the swap.

Swap a Class 1 2 3

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

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You are replacing this class

Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
SOC 101-1001 (52008)	Principles of Sociology (Lecture)	MoTuWeThFr 9:40AM - 11:10AM	BEH 109	D. Dickens	3.00	<input checked="" type="checkbox"/>

With this class

Open
 Closed
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
SOC 101-1002 (51613)	Principles of Sociology (Lecture)		TBA	S. Gottschalk	3.00	<input type="checkbox"/>

CANCEL **FINISH SWAPPING**

Step 7: Swap Results

The **View results** page provides a status report for enrollment confirmations and errors.

- In the center of the page is a key that shows the following:
 - **Green check mark** indicates **Success: enrolled** in the class. If you are added to the waitlist, you will see the green check mark and information regarding your position number on the waitlist.
 - **Red X** indicates **Error: unable to add class**.

Swap a Class

1 2 3

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

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✔ Success: Classes were swapped ✘ Error: Unable to swap class

Class	Message	Status
Swap SOC 101 with SOC 101	Message: Class 51613 is full. You have been placed on the wait list in position number 1.	✔

MAKE A PAYMENT

MY CLASS SCHEDULE

Step 8: What is Next?

- ✔ When a seat opens up in the class, the automated Wait list enrollment job will attempt to enroll you in the class.
- ✔ The Wait List enrollment job runs at least once a day. Open seats in classes with students on the wait list will be held until the Wait List job is run again. This ensures students on the wait list have first priority in the open seats.
- ✔ Once enrolled, you will be sent an email indicating you have been enrolled in the class. Be sure to check your Rebel Mail for wait list notifications.