MyUNLV Registration
Using the Waitlist: Step – by – Step Guide

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. The 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 long 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.

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

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.
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.

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**CHEM 121 - 1001 General Chemistry I**

University of Nevada Las Vegas | 2010 Fall | Lecture

**Return to Add Classes**

<table>
<thead>
<tr>
<th>Status</th>
<th>Wait List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Number</td>
<td>11909</td>
</tr>
<tr>
<td>Session</td>
<td>Regular Academic Session</td>
</tr>
<tr>
<td>Units</td>
<td>4 units</td>
</tr>
<tr>
<td>Instruction Mode</td>
<td>In Person</td>
</tr>
</tbody>
</table>

**Class Components**

- Laboratory Required
- Lecture Required

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**Meeting Information**

<table>
<thead>
<tr>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>TuTh 10:00AM - 11:15AM</td>
<td>TBA</td>
<td>Staff</td>
<td>08/27/2010 - 12/15/2010</td>
</tr>
</tbody>
</table>

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**Enrollment Requirements**

Student must have passed CHEM 103.

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**Class Availability**

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

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**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.
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.
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

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

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

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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.

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. The 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.

**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
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**

### 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.
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.

Step 6: Confirm the swap

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

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**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 waitlist will be held until the Wait List job is run again. The ensures students on the waitlist 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.