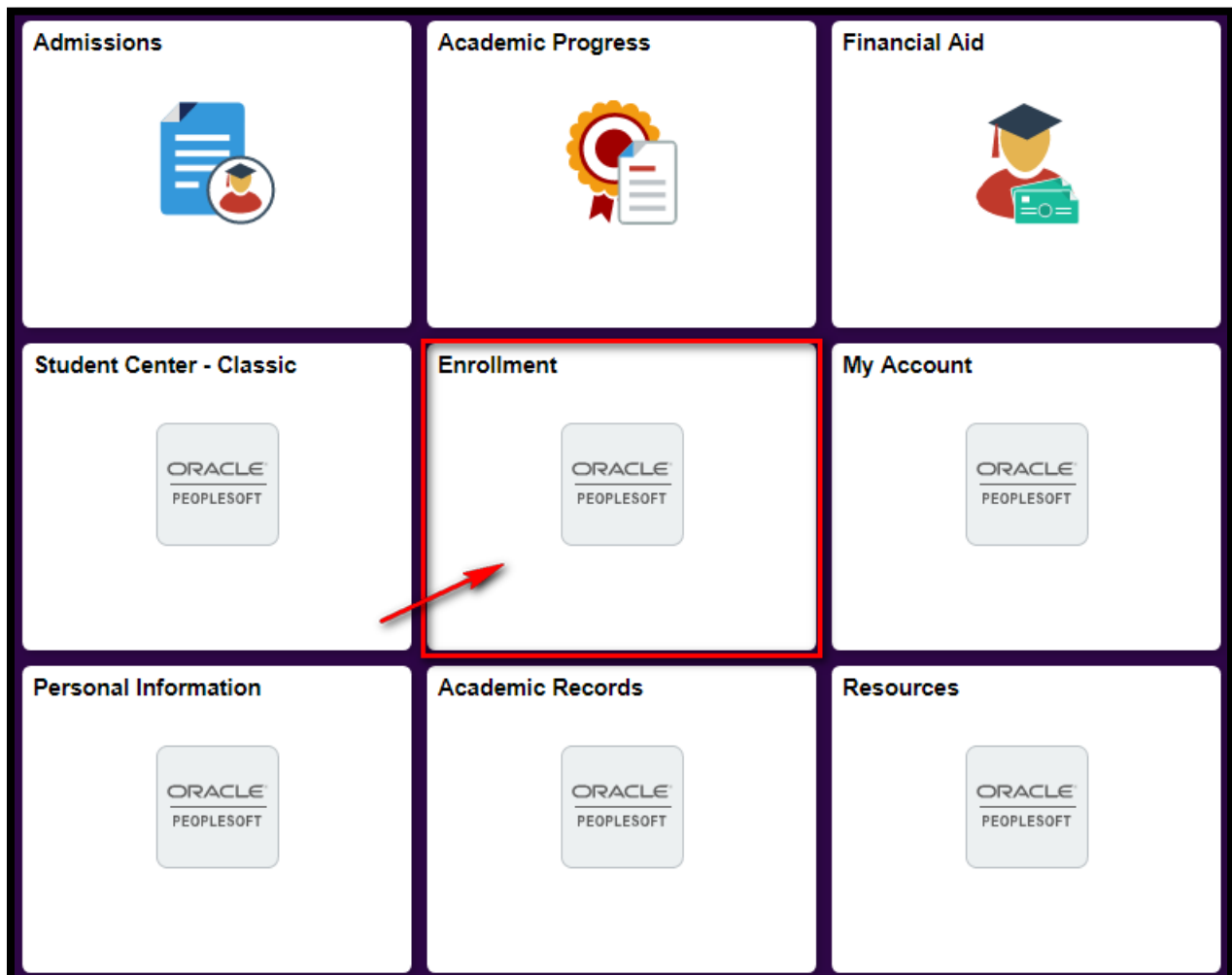


Waitlists are available for all undergraduate, graduate, and law classes in the Fall and Spring semesters. You must opt onto the waitlist during the [enrollment](#) process in order to be waitlisted for a course. The Waitlist is an automated process that runs once a day as soon as the waitlist for a course has been activated and will continue to run throughout the late registration period (the first 3 weeks of classes). Open seats in classes with students on the waitlist will be held until the waitlist job runs. This ensures students on the waitlist have priority for the open seats. Students are responsible for maintaining their own waitlists. If you are on a waitlist and no longer wish to enroll in a course, you must [drop](#) from the waitlist.

Adding to the waitlist

1. Navigate to the Enrollment tile of your Rebel Student Homepage in MyUNLV



- a. Navigate to the Class Search by clicking the Class Search and Enroll button and enter your keyword search

2019 Fall

View My Classes

Final Exam Schedule

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

Swap Classes

Search For Classes

Enter keyword e.g. course, subject, class, topic

Additional ways to search

Favorites

Recently Viewed

HIST 100
Historical Issues and Contemporary Man
16 class options available

PEX 111
Jogging
1 class option available

HIST 260
Introduction to Native American History
1 class option available

- i. The Open Classes Only filter is defaulted to being on. Since you are trying to waitlist you will need to remove the filter by clicking the 'x'

Class Status
Open Classes Only

Course Career
Graduate
Undergraduate

Subject
PSC / Political Science

Number of Units
1-3 Units
4-6 Units
7-12 Units

View Search Results
32 Courses with keyword: Psc

Open Classes Only

PSC 100
Nevada Constitution
2 Class Options Available

PSC 101
Introduction to American Politics
1 Class Option Available

PSC 374
Late Modern Political Theory
1 Class Option Available

- b. Click the class you want to the Waitlist for

View My Classes

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

Swap Classes

Browse Course Catalog

Planner

PSC 101
Introduction to American Politics
★ Add to favorite courses

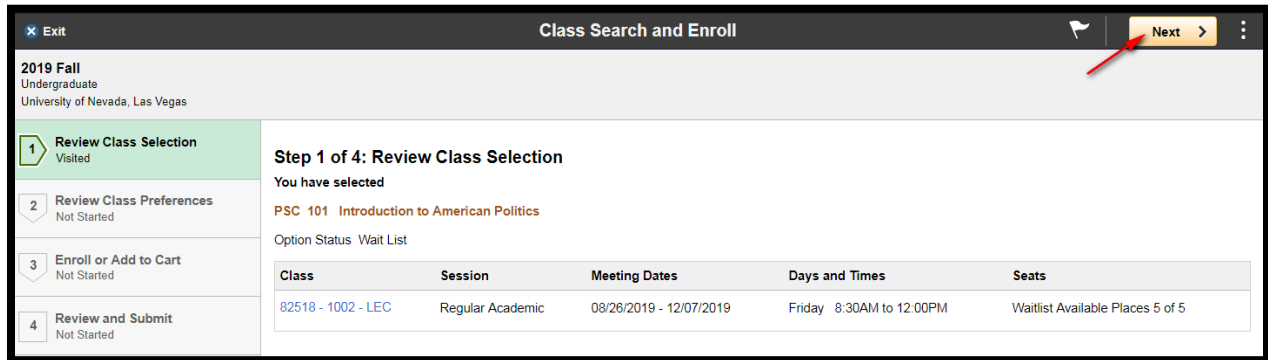
Course Information

Class Selection

Select a class option **Selected Filters** 15 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Seats
1	Open	Regular Academic	82527 - 1011 - LEC	08/26/2019 - 12/07/2019	Tuesday Thursday 5:00PM to 6:45PM	CBC A112	Open Seats 2 of 213
2	Wait List	Regular Academic	82518 - 1002 - LEC	08/26/2019 - 12/07/2019	Friday 8:30AM to 12:00PM	WRI C151	Waitlist Available Places 5 of 5
3	Wait List	Regular Academic	82519 - 1003 - LEC	08/26/2019 - 12/07/2019	Thursday 5:30PM to 9:00PM	CBC C122	Waitlist Available Places 4 of 5

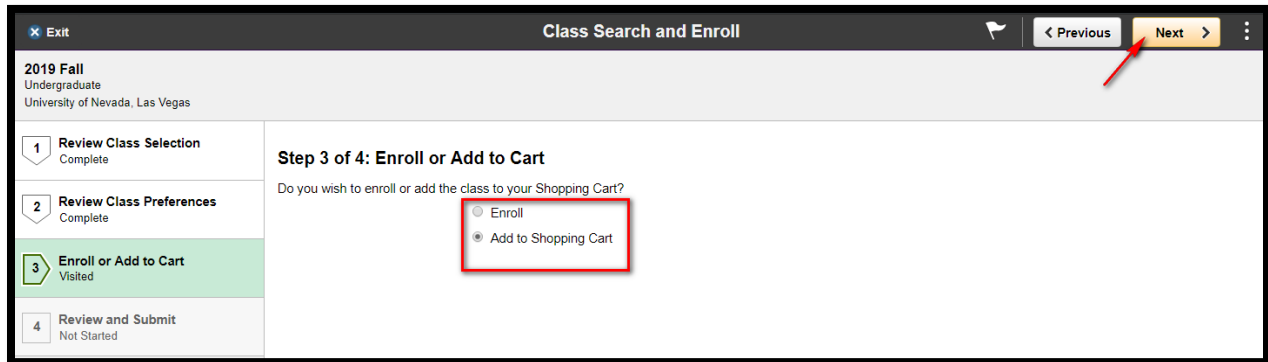
c. Click Next



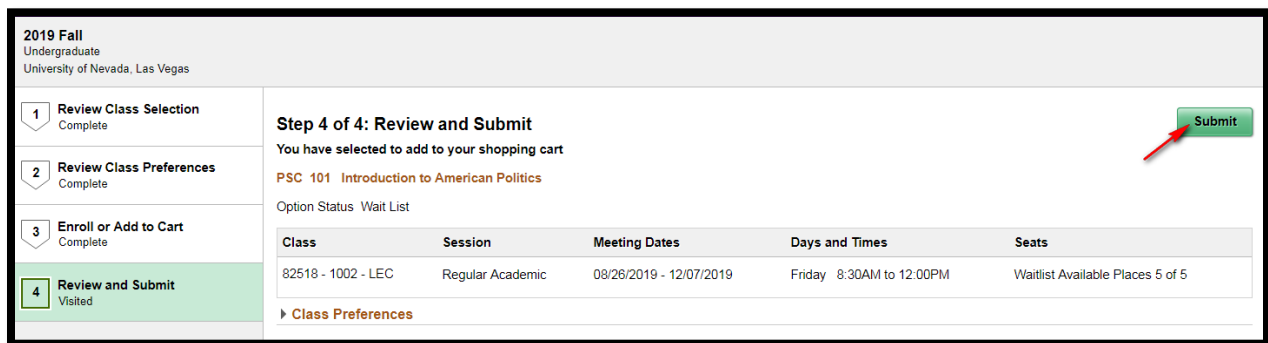
d. Click the Option to Waitlist if the class is full and click Accept



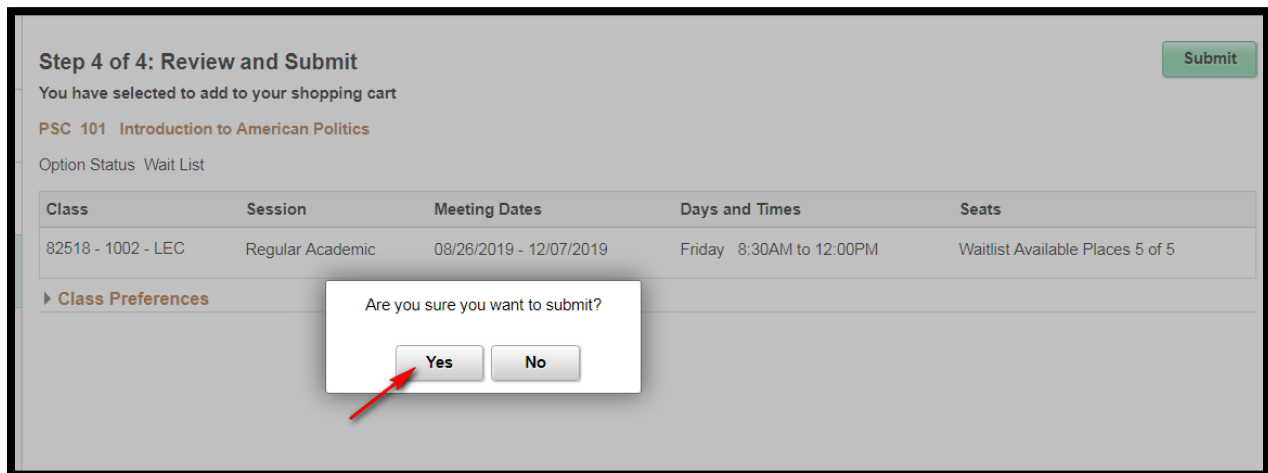
- i. Please note: If your class has more than one component (like a lecture and lab or lecture and discussion) and only ONE component is waitlisted you will still be on the waitlist for both
 1. In these classes, each seat in the larger section (usually the lecture) has a matching seat in the lab or discussion so you MUST be enrolled in BOTH. The smaller section will determine whether or not you get added to the class
 - ii. You must change this to 'Yes' prior to adding the class to your shopping cart if you want to opt onto the waitlist
 1. If you are adding classes to your shopping cart prior to your enrollment appointment you can check the box even if the class is open. Then if it fills up before your appointment time you will have already opted onto the waitlist
- e. Decide if you want to enroll on the Waitlist or add the class to your shopping cart from later



- i. If you are trying to waitlist for a class but enroll in another section (or class) as a backup you should put the class in your shopping cart first
- f. Click submit to finish the transaction



- i. Confirm you want to submit



g. From your Shopping Cart, you will add the class the same way you would add an open class

2019 Fall Undergraduate

View My Classes

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

Swap Classes

Browse Course Catalog

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Wait List	82825 - 1003 - DIS	HIST 100 Hist Issu Contem Society	Regular Academic	Monday 11:30AM to 12:20PM	CEB 203	C. Loader	4.00	Waitlist Available Places 3 of 5	Change Preferences
		82823 - 1001 - LEC			Monday Wednesday 10:00AM to 11:15AM	CBC A106	C. Loader		Waitlist Available Places 57 of 66	

Enroll Delete

i. If you did not select YES to opt onto the waitlist before adding it to your shopping cart, you will have to change your selection by clicking the Class Preferences link

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Wait List	26028 - 1002 - LEC	ART 135 Photography I	Regular Academic	Monday Wednesday 11:30AM to 2:15PM	HFA 277	C. Cole	3.00	Waitlist Available Places 5 of 10	Change Preferences

Enroll Delete

h. Click Enroll and then click Yes to confirm

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Wait List	82825 - 1003 - DIS	HIST 100 Hist Issu Contem Society	Regular Academic	Monday 11:30AM to 12:20PM	CEB 203	C. Loader	4.00	Waitlist Available Places 3 of 5	Change Preferences
		82823 - 1001 - LEC			Monday Wednesday 10:00AM to 11:15AM	CBC A106	C. Loader		Waitlist Available Places 57 of 66	

Are you sure you want to enroll?

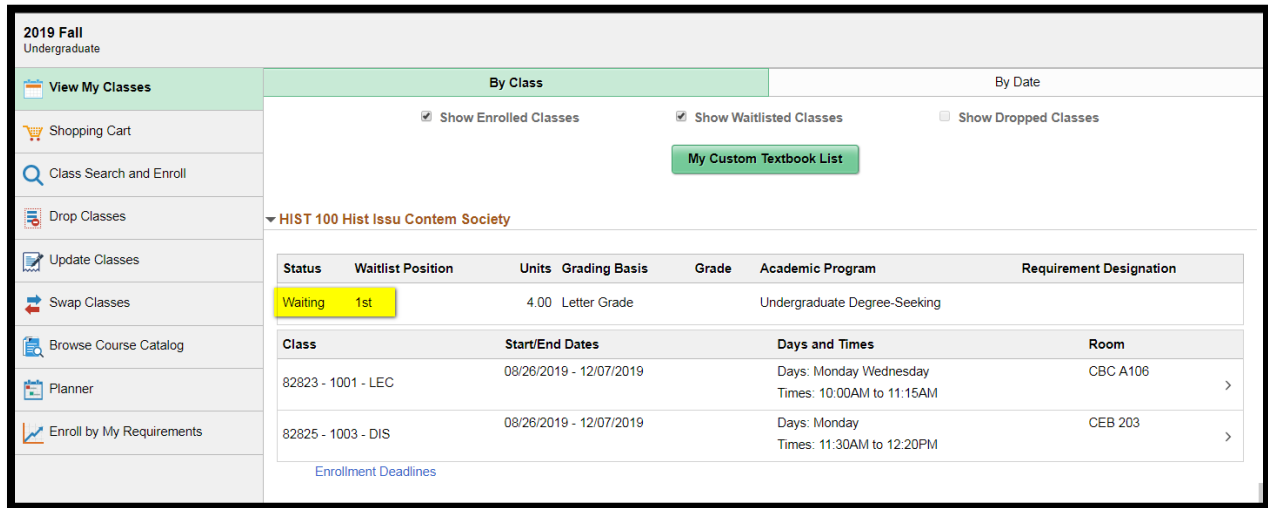
Yes No

Enroll Delete

i. Your results will show your initial waitlist position number

✔ HIST 100 - Historical Issues and Contemporary Man
Class 82825 is full. You have been placed on the wait list in position number 1.

i. You can also see this by viewing your class schedule (list view)



The screenshot shows the '2019 Fall Undergraduate' class schedule interface. The 'View My Classes' section is active, displaying a list of classes. The class 'HIST 100 Hist Issu Contem Society' is highlighted, showing a status of 'Waiting' and a waitlist position of '1st'. The class details table is as follows:

Status	Waitlist Position	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Waiting	1st	4.00	Letter Grade		Undergraduate Degree-Seeking	

Below the table, there are two rows of class details:

Class	Start/End Dates	Days and Times	Room
82823 - 1001 - LEC	08/26/2019 - 12/07/2019	Days: Monday Wednesday Times: 10:00AM to 11:15AM	CBC A106
82825 - 1003 - DIS	08/26/2019 - 12/07/2019	Days: Monday Times: 11:30AM to 12:20PM	CEB 203

Enrollment Deadlines

1. The number on your class schedule is dynamic so as you move up the waitlist, the number will update to show your new position
- j. The waitlists will run daily and as seats open, students who are waitlisted will be added in order of their waitlist position (1, 2, 3, etc.)
 - k. Waitlisted classes will not be calculated into your total tuition charges unless/until you are added into the class
 - i. You will be notified of a waitlist addition via email and can view new charges on your MyUNLV account
 - ii. Please see the Term Calendar for specific information regarding payment deadlines

Swapping to the waitlist

If you want to waitlist for a class but need to have another course or another section as a backup, you can do so by swapping onto your desired waitlist. Please note: If you do not follow the steps below exactly, this will not work and you will either be skipped over or removed from your waitlist.

2. First, add to the open section or course that will be your “safety” or “back-up” following the normal enrollment steps

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Letter Grade		Undergraduate Degree-Seeking	
Class	Start/End Dates	Days and Times	Room		
86184 - 1001 - LEC	08/26/2019 - 12/07/2019	Days: Tuesday Thursday Times: 8:30AM to 9:45AM	WRI C239		

Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	4.00	Letter Grade		Undergraduate Degree-Seeking	
Class	Start/End Dates	Days and Times	Room		
82521 - 1005 - LEC	08/26/2019 - 12/07/2019	Days: Tuesday Times: 5:30PM to 9:00PM	CBC C122		

- a. Add the desired section (the one that you will be waitlisting for and put it in your shopping cart using the steps [above](#)
- b. Once the course is in your shopping cart click on the SWAP Classes option and select the class you would like to swap FROM

- i. This is the open section that you are using as the back-up
- c. Select the class you want to waitlist for from the drop down menu (it is already in your shopping cart) and click Select

- d. Click Search to retrieve the class from your shopping cart
- e. Confirm your swap and click submit
 - i. You are going to swap FROM the open section TO the waitlist

- ii. The swap function protects your enrollment so it will not remove you from the open class you are currently enrolled in until you can be added by the waitlist

f. Click Yes to confirm your submission

Step 3 of 3: Confirm Class Swap Submit

You are replacing this Class

PSC 101 Introduction to American Politics

Class	Session	Meeting Dates	Days and Times	Seats
82521 - 1005 - LEC	Regular Academic	08/26/2019 - 12/07/2019	Tuesday 5:30PM to 9:00PM	Waitlist Available Places 5 of 5

With this Class

PSC 101 Introduction to American P

Option Status Wait List






Are you sure you want to submit?

Class	Session	Meeting Dates	Days and Times	Seats
82518 - 1002 - LEC	Regular Academic	08/26/2019 - 12/07/2019	Friday 8:30AM to 12:00PM	Waitlist Available Places 5 of 5

▶ **Class Preferences**

g. You will receive a status message with your waitlist position number

2019 Fall
Undergraduate
University of Nevada, Las Vegas

-  View My Classes
-  Shopping Cart
-  Class Search and Enroll
-  Drop Classes
-  Update Classes

✔ **Swap PSC 101 - Introduction to American Politics with PSC 101 - Introduction to American Politics**
Class 82518 is full. You have been placed on the wait list in position 1.

h. You will now see BOTH sections on your class schedule, and your desired section will show you your waitlist position

PSC 101 Intro Amer Politics						
Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation	
Enrolled	4.00	Letter Grade		Undergraduate Degree-Seeking		
Class	Start/End Dates	Days and Times	Room			
82521 - 1005 - LEC	08/26/2019 - 12/07/2019	Days: Tuesday Times: 5:30PM to 9:00PM	CBC C122			
Enrollment Deadlines						
HIST 100 Hist Issu Contem Society						
Status	Waitlist Position	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Waiting	1st	4.00	Letter Grade		Undergraduate Degree-Seeking	
Class	Start/End Dates	Days and Times	Room			
82823 - 1001 - LEC	08/26/2019 - 12/07/2019	Days: Monday Wednesday Times: 10:00AM to 11:15AM	CBC A106			
82825 - 1003 - DIS	08/26/2019 - 12/07/2019	Days: Monday Times: 11:30AM to 12:20PM	CEB 203			
Enrollment Deadlines						
PSC 101 Intro Amer Politics						
Status	Waitlist Position	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Waiting	1st	4.00	Letter Grade		Undergraduate Degree-Seeking	

- i. Please note: IF you waitlist for a class that has a lecture and lab or discussion they are going to remain linked if you try and drop the section you are enrolled in, it will leave you on the waitlist for the discussion or lab only. This will cause the waitlist to skip you since you will no longer have the lecture attached
1. If you have done a waitlist swap for multiple sections of the same lecture/lab or lecture/discussion class and decided that you no longer wish to take EITHER section of a class, contact the Registrar's Office so that we can assist you in dropping
 2. If you have done a waitlist swap for multiple sections of the same class with only one component (lecture only) and decide you no longer want to take the class you can drop both sections of the course as usual
 3. If you have done a waitlist swap for two different courses and decide you no longer want to take the class you can drop both courses as usual

Dropping from the Waitlist

You can remove yourself from any waitlist if you no longer wish to be added to the class. Please note that any applicable late registration or payment fees will be assessed if you are added to the class after the first day of the semester. You may wish to remove yourself from the waitlist to avoid these fees. Please see the note [above](#) regarding waitlist swaps for classes with a lecture and a lab for dropping in that circumstance.

3. Navigate to the drop option in the enrollment tile to drop yourself from the waitlist

- a. Select the waitlisted class you would like to drop and click Drop Selected Classes
 - i. Pay very close attention that you selected the correct class

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input type="checkbox"/>	84739 - 1003 - LEC	DAN 108 Pilates I	Tuesday Thursday 1:00PM to 2:15PM	MPE 506	S. De Borger, L. Kavouras, J. Ricciardi	1.00	Enrolled
<input checked="" type="checkbox"/>	82825 - 1003 - DIS	HIST 100 Hist Issu Contem Society	Monday 11:30AM to 12:20PM	CEB 203	M. Estrada Calderon, C. Loader	0.00	Waiting
<input type="checkbox"/>	82823 - 1001 - LEC		Monday Wednesday 10:00AM to 11:15AM	CBC A106	C. Loader		
<input type="checkbox"/>	86184 - 1001 - LEC	HIST 260 Intro to Native Amer Hist	Tuesday Thursday 8:30AM to 9:45AM	WRI C239	N. Dodge	3.00	Enrolled
<input type="checkbox"/>	82518 - 1002 - LEC	PSC 101 Intro Amer Politics	Friday 8:30AM to 12:00PM	WRI C151	K. Francis	4.00	Waiting
<input type="checkbox"/>	82521 - 1005 - LEC	PSC 101 Intro Amer Politics	Tuesday 5:30PM to 9:00PM	CBC C122	D. Mirjanian	4.00	Enrolled

b. Click Next to initiate the drop

Drop Classes

2019 Fall Undergraduate

1 Select Classes to Drop Complete

2 Review Classes to Drop Not Started

Step 1 of 2: Select Classes to Drop

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input type="checkbox"/>	84739 - 1003 - LEC	DAN 108 Pilates I	Tuesday Thursday 1:00PM to 2:15PM	MPE 506	S. De Borger, L. Kavouras, J. Ricciardi	1.00	Enrolled
<input checked="" type="checkbox"/>	82825 - 1003 - DIS	HIST 100 Hist Issu Contem Society	Monday 11:30AM to 12:20PM	CEB 203	M. Estrada Calderon, C. Loader	0.00	Waiting
	82823 - 1001 - LEC		Monday Wednesday 10:00AM to 11:15AM	CBC A106	C. Loader		
<input type="checkbox"/>	86184 - 1001 - LEC	HIST 260 Intro to Native Amer Hist	Tuesday Thursday 8:30AM to 9:45AM	WRI C239	N. Dodge	3.00	Enrolled
<input type="checkbox"/>	82518 - 1002 - LEC	PSC 101 Intro Amer Politics	Friday 8:30AM to 12:00PM	WRI C151	K. Francis	4.00	Waiting
<input type="checkbox"/>	82521 - 1005 - LEC	PSC 101 Intro Amer Politics	Tuesday 5:30PM to 9:00PM	CBC C122	D. Mirjanian	4.00	Enrolled

c. Confirm your selection by verifying you selected the correct class click Drop Classes and then Yes to confirm

Step 2 of 2: Review Classes to Drop

Class	Description	Days and Times	Room	Instructor	Units	Status
82825 - 1003 - DIS	HIST 100 Hist Issu Contem Society	Monday 11:30AM to 12:20PM	CEB 203	M. Estrada Calderon, C. Loader	0.00	Waiting
82823 - 1001 - LEC		Monday Wednesday 10:00AM to 11:15AM	CBC A106	C. Loader		

Confirm that the following class(es) are to be dropped

d. You will see a confirmation and the class will no longer be on your schedule

2019 Fall Undergraduate

- View My Classes
- Shopping Cart
- Class Search and Enroll
- Drop Classes**
- Update Classes

✓ HIST 100 - Historical Issues and Contemporary Man
This class has been dropped.

i. Since you are not fully enrolled in waitlisted classes and therefore have not paid for them, there will be no effect on your tuition and fees