

Waitlists are available for all undergraduate, graduate, and law classes in the Fall and Spring semesters. You must opt onto the waitlist during the <u>enrollment</u> 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 <u>drop</u> from the waitlist.

## Adding to the waitlist

- Admissions Academic Progress Financial Aid Student Center - Classic Enrollment My Account ORACLE ORACLE ORACLE PEOPLESOFT PEOPLESOFT PEOPLESOFT Personal Information Academic Records Resources ORACLE ORACLE ORACLE PEOPLESOFT PEOPLESOFT PEOPLESOFT
- 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	Search For Classes 🚺
	Enter keyword e.g. course, subject, class, topic
🦖 Final Exam Schedule	Additional ways to search
	Favorites
🧺 Shopping Cart	
	HIST 100
Q Class Search and Enroll	Historical Issues and Contemporary Man
	16 class options available
Drop Classes	PEX 111
	_ Jogging
Update Classes	1 class option available
	HIST 260
a Swap Classes	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'

	View Search Results
Open Classes Only	32 Courses with keyword: Psc
✓ Course Career	Open Classes Only 🛞
Graduate	
Undergraduate	PSC 100
→ Subject	Nevada Constitution > 2 Class Options Available
PSC / Political Science	PSC 101
✓ Number of Units	Introduction to American Politics > 1 Class Option Available >
1-3 Units	
4-6 Units	II PSC 374 Late Modern Political Theory
7-12 Units	1 Class Option Available

b. Click the class you want to the Waitlist for

<ul> <li>View My Classes</li> <li>Shopping Cart</li> </ul>			can Politics						
Q Class Search and Enroll	Cours	se Informa	tion						
B Drop Classes		Selection						Selected Filters	15 options
Update Classes	Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Seats	
Swap Classes	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	>
Browse Course Catalog	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 >
Planner	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

× Exit		Class	s Search and Enroll		🚩 🚽 Next 🗲 🗄
<b>2019 Fall</b> Undergraduate University of Nevada, Las Vegas					
Review Class Selection     Visited	Step 1 of 4: Review	/ Class Selection			
2 Review Class Preferences Not Started	You have selected PSC 101 Introduction to	American Politics			
3 Enroll or Add to Cart Not Started	Option Status Wait List	Session	Meeting Dates	Days and Times	Seats
4 Review and Submit Not Started	82518 - 1002 - LEC	Regular Academic	08/26/2019 - 12/07/2019	-	Waitlist Available Places 5 of 5

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

<b>2019 Fall</b> Undergraduate University of Nevada, Las Vegas	
1 Review Class Selection Complete	Step 2 of 4: Review Class Preferences
2 Review Class Preferences In Progress	PSC 101 Introduction to American Politics 82518 - 1002 - LEC - Wait List
3 Enroll or Add to Cart Not Started	Add to waitlist if class is full? ()
4 Review and Submit Not Started	

- 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
  - 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

## **Using the Waitlist**



Office of the Registrar

X Exit	Class Search and Enroll	🟹 🛛 🖌 Previous 🚽 Next 🗲
<b>2019 Fall</b> Undergraduate University of Nevada, Las Vegas		
1 Review Class Selection Complete	Step 3 of 4: Enroll or Add to Cart	
2 Review Class Preferences Complete	Do you wish to enroll or add the class to your Shopping Cart?	
3 Enroll or Add to Cart Visited	Aud to Snopping Cart	
4 Review and Submit Not Started		

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

<b>2019 Fall</b> Undergraduate University of Nevada, Las Vegas					
1 Review Class Selection Complete	Step 4 of 4: Review				Submit
2 Review Class Preferences Complete	You have selected to add PSC 101 Introduction to				
3 Enroll or Add to Cart Complete	Option Status Wait List	Session	Meeting Dates	Days and Times	Seats
4 Review and Submit	82518 - 1002 - LEC	Regular Academic	08/26/2019 - 12/07/2019	Friday 8:30AM to 12:00PM	Waitlist Available Places 5 of 5
Visited	Class Preferences				

## i. Confirm you want to submit

Step 4 of 4: Revie You have selected to ad PSC 101 Introduction Option Status Wait List	ld to your shopping cart			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	Are y	Yes No		



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										Enroll	Delete
🐺 Shopping Cart	Your S	hopping Ca	rt								
Q Class Search and Enroll	Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
5 Drop Classes	~	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
Ipdate Classes											
Nwap Classes			82823 - 1001 - LEC			Monday Wednesday 10:00AM to 11:15AM	CBC A106	C. Loader		Waitlist Available Places 57 of 66	
Browse Course Catalog											

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 St	nopping Car	t								Enroll	Delete
Select	Availability	Class	Description	Session	Days and Times		Room	Instructor	Units	Seats	Preferences
	Wait List	26028 - 1002 - LEC	ART 135 Photography I	Regular Academic	Monday Wednesday to 2:15PM	11:30AM	HFA 277	C. Cole	3.00	Waitlist Available Places 5 of 10	Change Preferences

## h. Click Enroll and then click Yes to confirm

Contem Society Academic 12:20PM 203 Available P Places 3 of 5	Wait List 82825 - 1003 - DIS HIST 100 Hist Issu Regular Monday 11:304	Days and Times	Room	Instructor	Units	Seats	Preferenc			
	825 -	325 - 1003	3 - DIS				C. Loader	4.00	Available Places	Change Preference
82823 - 1001 - LEC Monday Wednesday CBC C. Loader Waitlist 10:00AM to 11:15AM A106 Available Places	823 -	323 - 100	1 - LEC	 _	Monday Wednesday 10:00AM to 11:15AM	CBC A106	C. Loader			

i. Your results will show your initial waitlist position number

Class 92925 is full. You have been placed on the wait list in position number 1	100 - Historical Issues and Contemporary Man
Class 62625 is full, four have been placed on the wait list in position number 1.	s 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)

2019 Fall Undergraduate									
💳 View My Classes		By Class By Date							
Shopping Cart		🗹 Sho	w Enrolled Classes	Show Waitli		Show Dropped Classes			
Q Class Search and Enroll				My Custom T	extbook List				
B Drop Classes	<b>- HIST 100</b>	▼ HIST 100 Hist Issu Contem Society							
Update Classes	Status	Waitlist Position	Units Grading Basis	Grade A	cademic Program	Requirement Designation			
🔁 Swap Classes	Waiting	1st	4.00 Letter Grade	U	Indergraduate Degree-Seeking				
Browse Course Catalog	Class		Start/End Dates		Days and Times	Room			
Planner	82823 - 10	001 - LEC	08/26/2019 - 12/07/2019		Days: Monday Wednesday Times: 10:00AM to 11:15AM	CBC A106	>		
Enroll by My Requirements	82825 - 10	003 - DIS	08/26/2019 - 12/07/2019		Days: Monday Times: 11:30AM to 12:20PM	CEB 203	>		
	Enro	Ilment 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

2019 Fall Undergraduate							
📛 View My Classes		By Cl	ass			By Date	
<b>`</b> ₩ Shopping Cart		Show Enrolled	d Classes	Show Waitli		Show Dropped Class	sses
Q Class Search and Enroll				My Custom T	extbook List		
Drop Classes	▼ HIST 260 Intro to	Native Amer Hist					
Jupdate Classes	Status	Units Grading Basis	s Grade	Academic Prog	ram	Requirement De	esignation
韋 Swap Classes	Enrolled	3.00 Letter Grade		Undergraduate [	Degree-Seeking		
🛃 Browse Course Catalog	Class	St	art/End Dates		Days and Times		Room
	86184 - 1001 - LEC	08	3/26/2019 - 12/07/2019		Days: Tuesday Thursda Times: 8:30AM to 9:454		WRI C239
Enroll by My Requirements	Enroliment De						
	Status	Units Grading Basis	s Grade	Academic Prog	ram	Requirement De	esignation
	Enrolled	4.00 Letter Grade		Undergraduate [			
	Class	St	art/End Dates		Days and Times		Room
	82521 - 1005 - LEC	08	/26/2019 - 12/07/2019		Days: Tuesday Times: 5:30PM to 9:00F	PM	CBC C122
	Enrollment De	adlines					

- a. Add the desired section (the one that you will be waitlisting for and put it in your shopping cart using the steps <u>above</u>
- 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

2019 Fall Char Undergraduate University of Nevada, Las Vegas	nge
View My Classes	Swap Classes Search
Shopping Cart	Select the class you wish to swap then select the class you wish to replace it with.
Q Class Search and Enroll	Swap This Class Select from your schedule
B Drop Classes	· · · · · · · · · · · · · · · · · · ·
Jupdate Classes	DAN 108: Pilates I (84739) HIST 260: Intro to Native Amer Hist (86184) PSC 101: Intro Amer Politics (82521)
韋 Swap Classes	Class Search •
E Browse Course Catalog	Or Select from Shopping Cart
Planner	•
Enroll by My Requirements	Or Enter Class Number

#### **Using the Waitlist**



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- 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

2019 Fall Char Undergraduate University of Nevada, Las Vegas	nge
View My Classes	Swap Classes
Shopping Cart	Select the class you wish to swap then select the class you wish to replace it with.
Q Class Search and Enroll	Swap This Class Select from your schedule
B Drop Classes	PSC 101: Intro Amer Politics (82521)
Jupdate Classes	With This Class Search for Classes
arr Swap Classes	Class Search •
Browse Course Catalog	Or Select from Shopping Cart
🛅 Planner	· · · · · · · · · · · · · · · · · · ·
Enroll by My Requirements	PSC 101-1002 LEC (82518) Enter Class Number

- 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

<b>2019 Fall</b> Undergraduate University of Nevada, Las Vegas						
1         Review Class Selection           Complete         2           Review Class Preferences         Complete	Step 3 of 3: Confi You are replacing this 0 PSC 101 Introduction	Class			Submit	
	Class	Session	Meeting Dates	Days and Times	Seats	
3 Confirm Class Swap Visited	82521 - 1005 - LEC	Waitlist Available Places 5 of 5				
	With this Class PSC 101 Introduction Option Status Wait List					
	Class	Session	Meeting Dates	Days and Times	Seats	
	82518 - 1002 - LEC	Regular Academic	08/26/2019 - <b>1</b> 2/07/2019	Friday 8:30AM to 12:00PM	Waitlist Available Places 5 of 5	
	Class Preferences					

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

# Using the Waitlist

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# f. Click Yes to confirm your submission

Step 3 of 3: Confirm Class Swap       Submi         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 Option Status Wait List	,	you sure you want to submit?								
Class	Session		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	3									

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

<b>2019 Fall</b> Undergraduate University of Nevada, Las Vegas	
View My Classes	Swap PSC 101 - Introduction to American Politics with PSC 101 - Introduction to American Politics
Shopping Cart	Class 82518 is full. You have been placed on the wait list in position number 1.
Q Class Search and Enroll	
Drop Classes	
Update Classes	



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

- PSC 101 I	Intro Amer Politics					
Status	Units	Grading Basis	Grade	Academic Progr	am	Requirement Designation
Enrolled		Letter Grade	0,000	Undergraduate D		
Class		Start/End Dat	tes		Days and Times	Room
82521 - 10	105 - LEC	08/26/2019 - 1	12/07/2019		Days: Tuesday Times: 5:30PM to 9:00PM	CBC C122
Enrol	Ilment Deadlines					
	Hist Issu Contem Socie	ty				
Status	Waitlist Position	Units G	irading Basis	Grade	Academic Program	Requirement Designation
Waiting	1st	4.00 L	etter Grade		Undergraduate Degree-Seeking	
Class		Start/End Date	s		Days and Times	Room
82823 - 10	01 - LEC	08/26/2019 - 12	2/07/2019		Days: Monday Wednesday Times: 10:00AM to 11:15AM	CBC A106 >
82825 - 10	03 - DIS	08/26/2019 - 12	2/07/2019		Days: Monday Times: 11:30AM to 12:20PM	CEB 203
Enrol	Ilment Deadlines					
PSC 101 I	Intro Amer Politics					
Status	Waitlist Position	Units G	irading Basis	Grade	Academic Program	Requirement Designation
Waiting	1st	4.00 L	etter 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
  - 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 <u>above</u> 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

2019 Fall Undergraduate									
💳 View My Classes			By Class				By Date		
"₩ Shopping Cart			Show Enrolled Classes		Show Waitlis	ted Classes	Show Dropped Classe	s	
Q Class Search and Enroll					My Custom Te	extbook List			
Drop Classes	<ul> <li>DAN 108 Pilates I</li> </ul>								
Update Classes	Status	Units	Grading Basis	Grade	Academic Progr	am	Requirement Desi	gnation	
Nwap Classes	Enrolled	1.00	Letter Grade		Undergraduate D	legree-Seeking			
Browse Course Catalog	Class		Start/End Da	tes		Days and Times		Room	
Planner	84739 - 1003 - LEC		08/26/2019 -	12/07/2019		Days: Tuesday Thursday Times: 1:00PM to 2:15PM		MPE 506	>
Enroll by My Requirements	Enrollment De	adlines							

# 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

2019 Fall Undergraduate								
1 Select Classes to Drop Complete	Step 1	I of 2: Select Cla	asses to Drop					
Review Classes to Drop	Select	Class	Description	Days and Times	Room	Instructor	Units	Status
2 Review Classes to Drop Not Started		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
		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		
		86184 - 1001 - LEC	HIST 260 Intro to Native Amer Hist	Tuesday Thursday 8:30AM to 9:45AM	WRI C239	N. Dodge	3.00	Enrolled
		82518 - 1002 - LEC	PSC 101 Intro Amer Politics	Friday 8:30AM to 12:00PM	WRI C151	K. Francis	4.00	Waiting
		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

8	Exit			Drop Clas	ses		۲	Next	<b>&gt;</b> :
	9 Fall ergraduate								
1	Select Classes to Drop Complete	Step 1	l of 2: Select Cl	asses to Drop					
	Review Classes to Drop	Select	Class	Description	Days and Times	Room	Instructor	Units	Status
2	Not Started		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
		۲	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		
			86184 - 1001 - LEC	HIST 260 Intro to Native Amer Hist	Tuesday Thursday 8:30AM to 9:45AM	WRI C239	N. Dodge	3.00	Enrolled
			82518 - 1002 - LEC	PSC 101 Intro Amer Politics	Friday 8:30AM to 12:00PM	WRI C151	K. Francis	4.00	Waiting
			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: Rev	view Classes to Drop				Drop	Classes
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 o	lass(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	HIST 100 - Historical Issues and Contemporary Man This class has been dropped.
Shopping Cart	
Q Class Search and Enroll	
Brop Classes	
Jupdate Classes	

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