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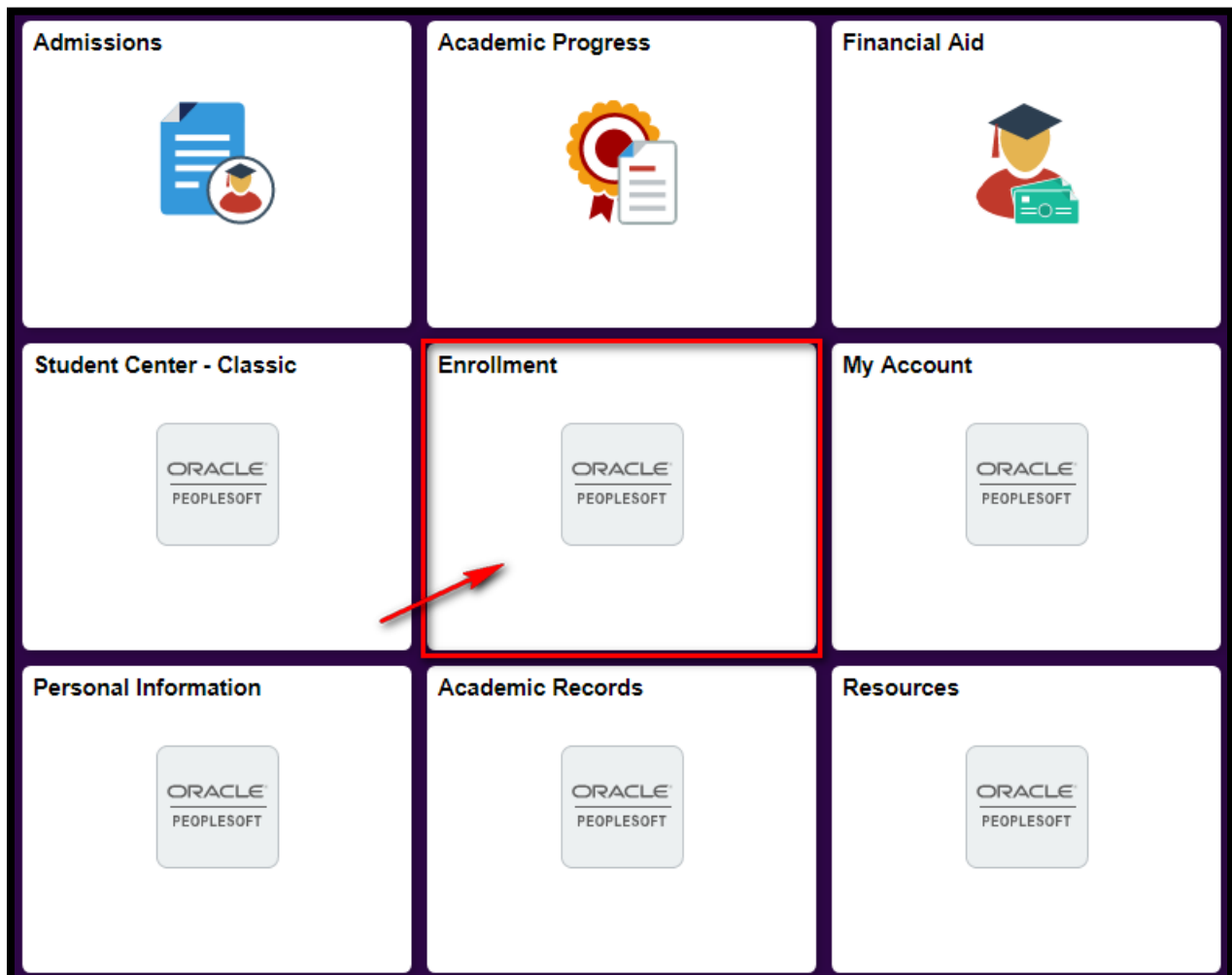
a. Navigate to the Class Search by clicking the Class Search and Enroll button and enter your keyword search

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'

b. Click the class you want to the Waitlist for

c. Click Next

	Class Search and Enroll		Next >	

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1 Review Class Selection — Visited	**Step 1 of 4: Review Class Selection**
2 Review Class Preferences — Not Started	**You have selected**
3 Enroll or Add to Cart — Not Started	**PSC 101 Introduction to American Politics**
4 Review and Submit — Not Started	Option Status Wait List

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

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

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|		
1 Review Class Selection — Complete	**Step 2 of 4: Review Class Preferences**	Accept
2 Review Class Preferences — In Progress	**PSC 101 Introduction to American Politics**	
3 Enroll or Add to Cart — Not Started	82518 - 1002 - LEC - Wait List	
4 Review and Submit — Not Started	Add to waitlist if class is full? ⓘ Yes ◯	

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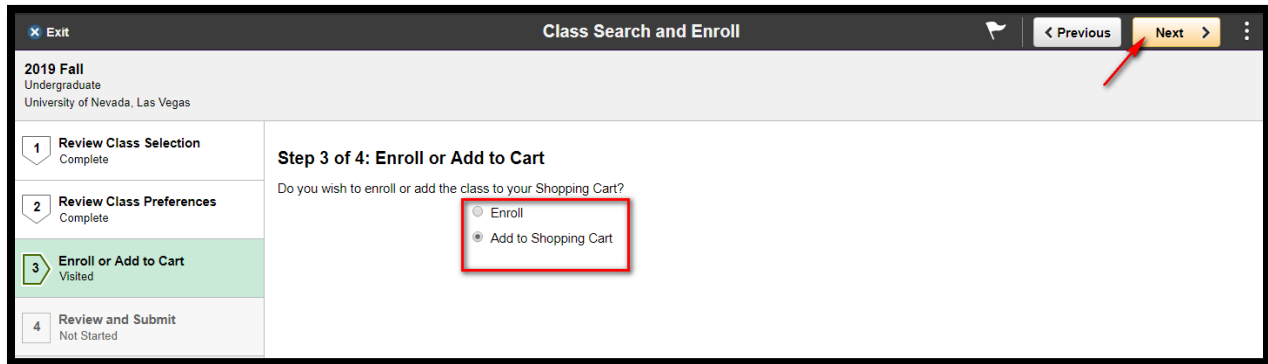
i. If you are trying to waitlist for a class but enroll in another section (or class) as a backup you should put the class in your shopping cart first

f. Click submit to finish the transaction
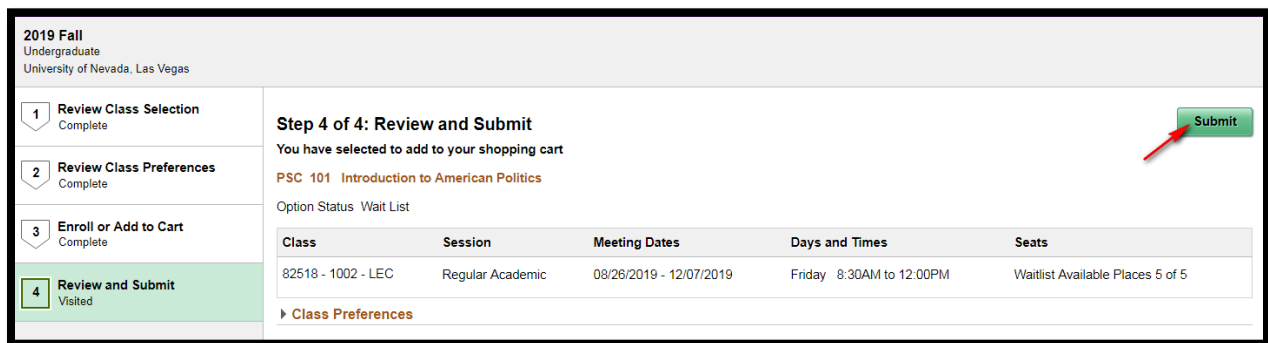
i. Confirm you want to submit
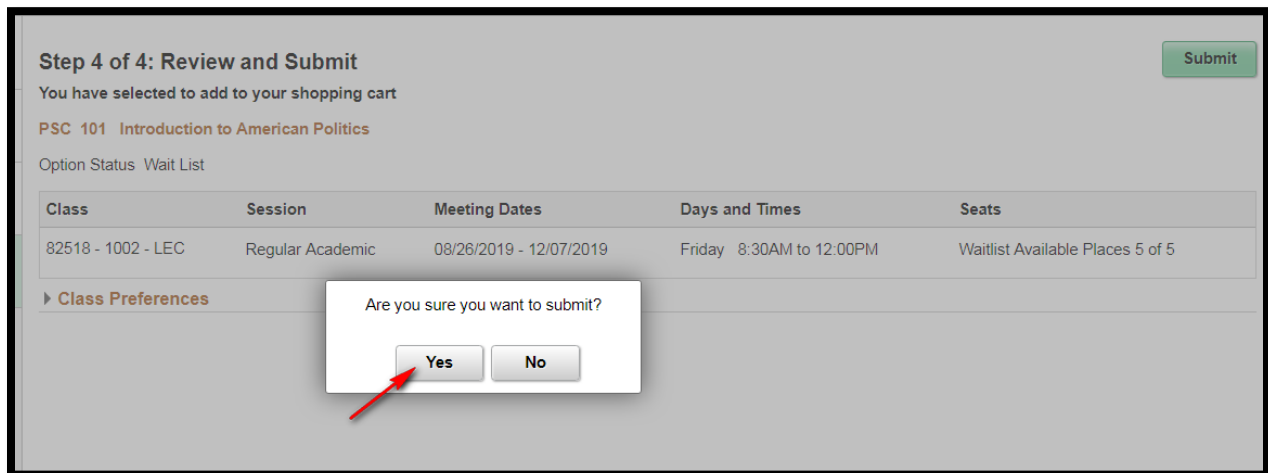
g. From your Shopping Cart, you will add the class the same way you would add an open class

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
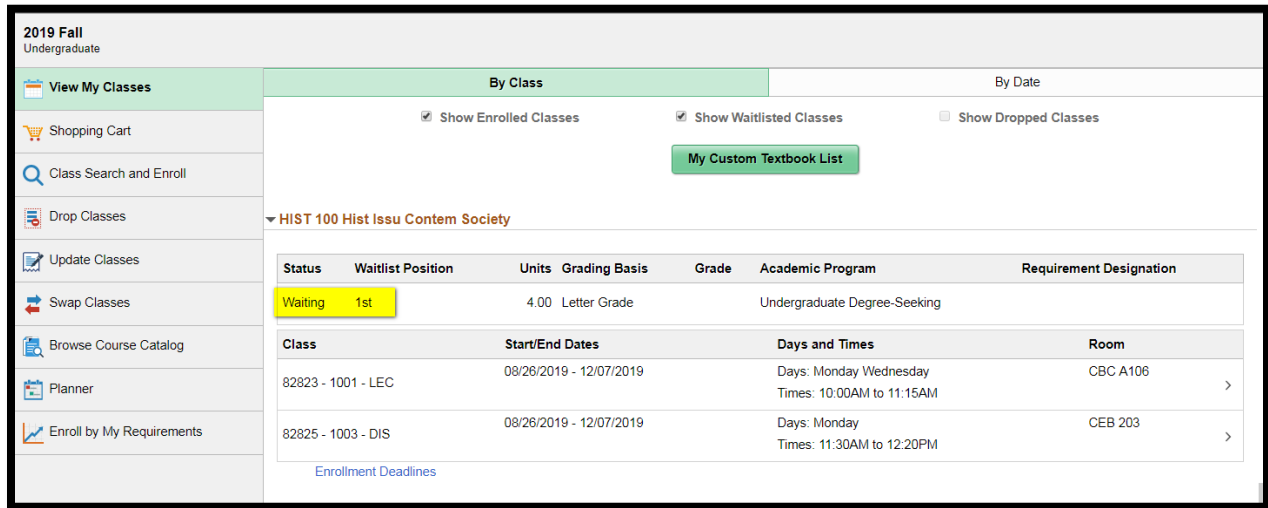
h. Click Enroll and then click Yes to confirm

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)

      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

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?

Yes   No

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

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

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📅 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.
🔍 Class Search and Enroll	
📑 Drop Classes	
📝 Update Classes	

Updated 1.17.2020

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

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

Updated 1.17.2020

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

b. Click Next to initiate the drop

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

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

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