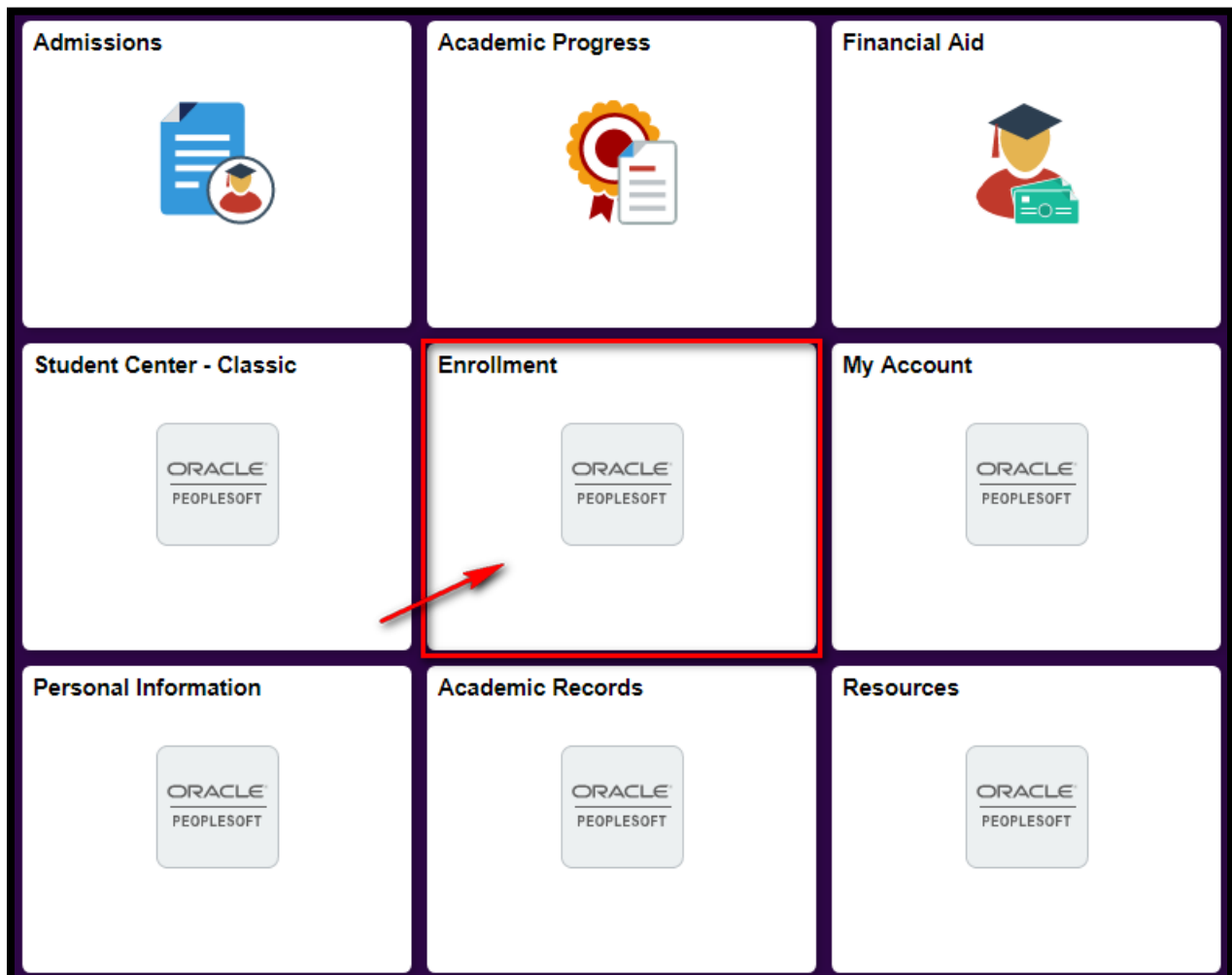


Waitlists are available for all undergraduate, graduate, and law classes in the Fall and Spring semesters. You must opt onto the waitlist during the [enrollment](#) process in order to be waitlisted for a course. The Waitlist is an automated process that runs once a day as soon as the waitlist for a 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

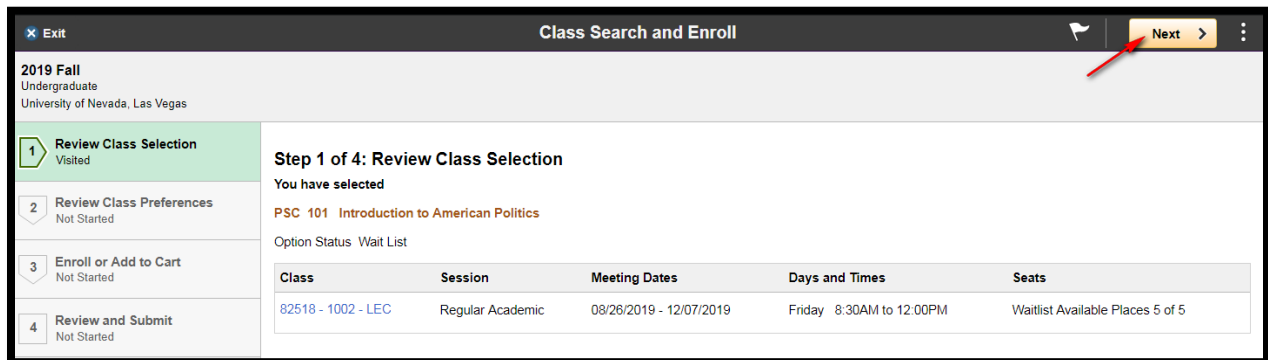
Course Information

Class Selection

Select a class option

| 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



2019 Fall
Undergraduate
University of Nevada, Las Vegas

1 Review Class Selection
Visited

2 Review Class Preferences
Not Started

3 Enroll or Add to Cart
Not Started

4 Review and Submit
Not Started

Step 1 of 4: Review Class Selection

You have selected
PSC 101 Introduction to American Politics

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



2019 Fall
Undergraduate
University of Nevada, Las Vegas

1 Review Class Selection
Complete

2 Review Class Preferences
In Progress

3 Enroll or Add to Cart
Not Started

4 Review and Submit
Not Started

Step 2 of 4: Review Class Preferences

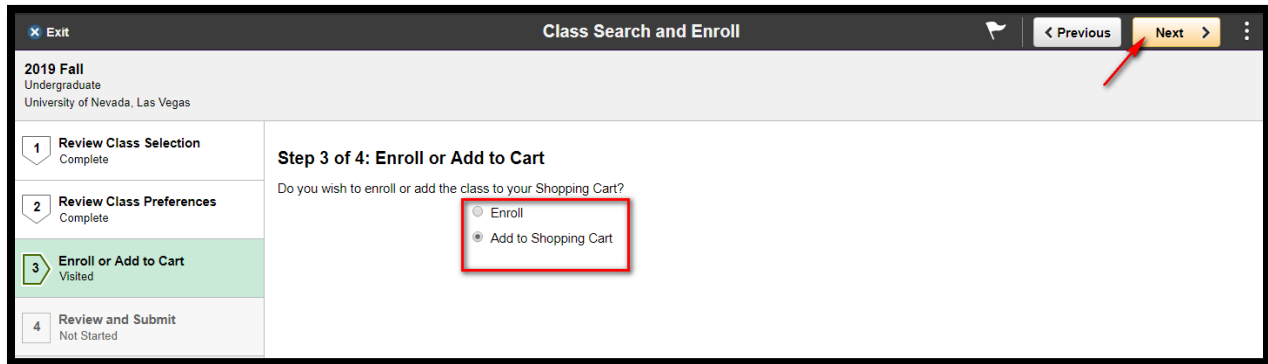
PSC 101 Introduction to American Politics

82518 - 1002 - LEC - Wait List

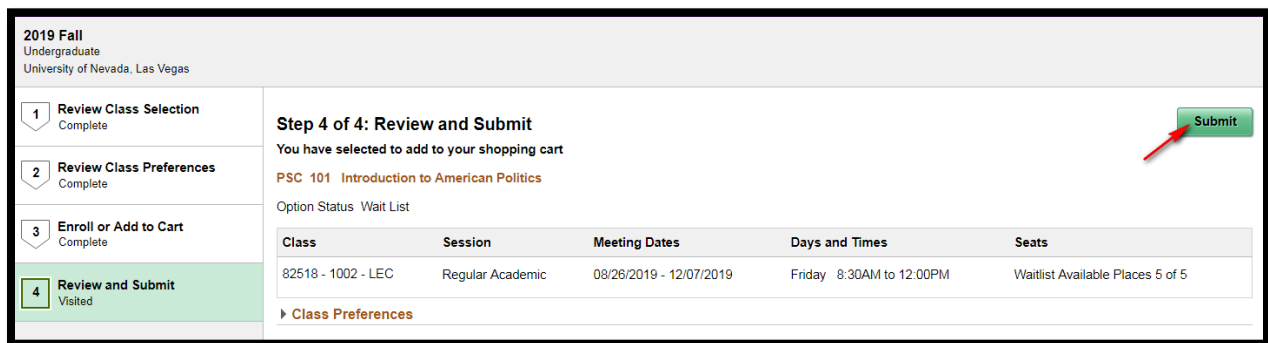
Add to waitlist if class is full? Yes No

Accept

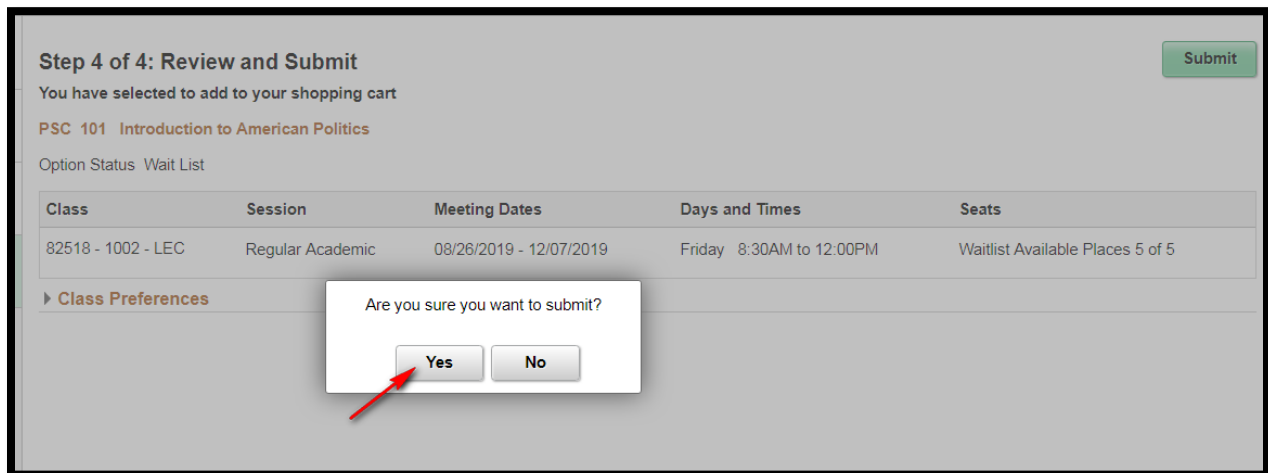
- i. Please note: If your class has more than one component (like a lecture and lab or lecture and discussion) and only ONE component is waitlisted you will still be on the waitlist for both
 1. In these classes, each seat in the larger section (usually the lecture) has a matching seat in the lab or 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

| 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 | |

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

| 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 to 2:15PM 11:30AM | HFA 277 | C. Cole | 3.00 | Waitlist Available Places 5 of 10 | Change Preferences |

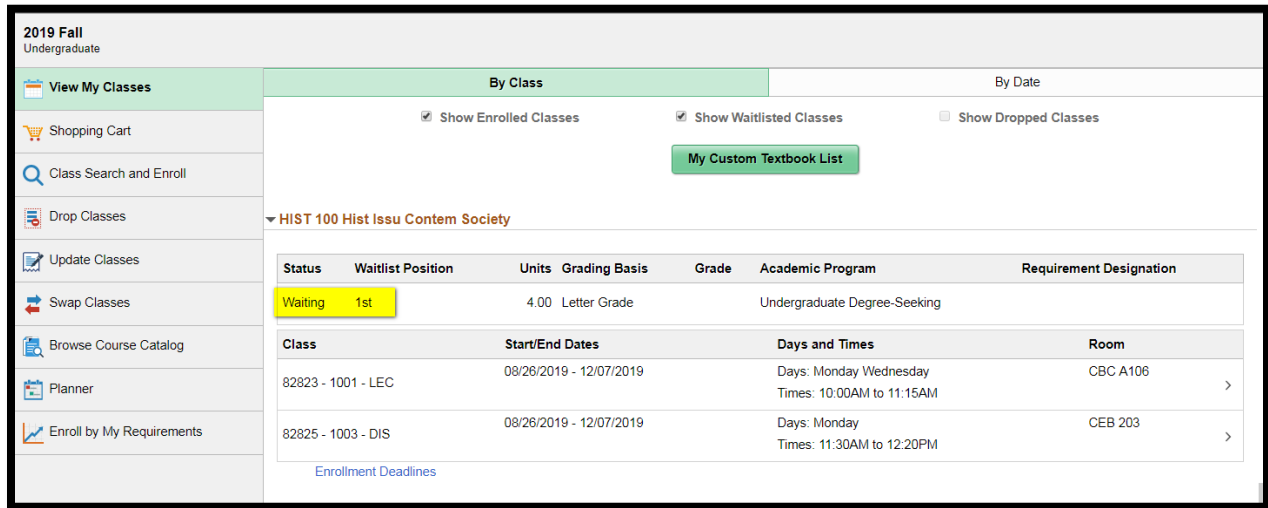
h. Click Enroll and then click Yes to confirm

| 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 | |

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 'By Class' tab is selected, and the 'Show Waitlisted Classes' checkbox is checked. A table displays the waitlist for HIST 100 Hist Issu Contem Society. The first entry shows a 'Waiting' status with a '1st' position. Below this, a detailed table lists two class sections: 82823 - 1001 - LEC and 82825 - 1003 - DIS, including their start/end dates, days and times, and room numbers.

| 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 |

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

| 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 |

| 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 |

- 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 number 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

| Status | Units | Grading Basis | Grade | Academic Program | Requirement Designation |
|----------|-------|---------------|-------|------------------------------|-------------------------|
| Enrolled | 1.00 | Letter Grade | | Undergraduate Degree-Seeking | |

| Class | Start/End Dates | Days and Times | Room |
|--------------------|-------------------------|---|---------|
| 84739 - 1003 - LEC | 08/26/2019 - 12/07/2019 | Days: Tuesday Thursday Times: 1:00PM to 2:15PM | MPE 506 |

- 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 | | |

Drop Classes

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

Yes No

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