

# Waitlist Training

How to add yourself to a class waitlist and how to drop a class if enrolled from a waitlisted class.

Spring 2019

Change

 View My Classes

 **Class Search and Enroll**

 Shopping Cart

 Drop/Swap/Update Classes 

 Course Atlas 

 Browse Course Catalog

 Planner

Search For Classes 

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

Additional ways to search

▶ **Favorites**

▼ **Recently Viewed**

**LAW 500X**

Business Associations

1 class option available

**LAW 659A**

Doing Deals: Contract Drafting

7 class options available

**Start with the normal class search in the Class Search and Enroll page located in your OPUS student portal. Click on the class you wish to pursue enrollment into. For this example, we will enroll into Business Associations.**

Spring 2019

View My Classes

Class Search and Enroll

Shopping Cart

Drop/Swap/Update Classes

Course Atlas

Browse Course Catalog

Planner

### LAW 500X

Business Associations

★ Add to favorite courses

▶ Course Information

▼ Class Selection

Select a class option ⓘ

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Wait List	Regular Academic Session	Lecture - Class 4046 - Section 002	01/07/2019 - 04/22/2019	Tuesday Thursday 2:30PM to 4:00PM	Gambrell Hall - 1D	Robert Saudek	Waitlist Available Places 4 of 5

Review the course information. The status of the class is "WAIT LIST" meaning there are no open seats to enroll into. You can view how many waitlist seats are available by viewing the SEATS.

Click on the course row to proceed to the next step.

Selected Filters 1 option

Exit

## Class Search and Enroll

< Previous

Next >

Spring 2019  
Law  
Emory University

1 Select Academic Career  
Complete

2 Review Class Selection  
Visited

3 Review Class Preferences  
Not Started

4 Enroll or Add to Cart  
Not Started

5 Review and Submit  
Not Started

### Step 2 of 5: Review Class Selection

You have selected

LAW 500X Business Associations

Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Class 4046 - Section 002	Regular Academic Session	01/07/2019 - 04/22/2019	Tuesday Thursday 2:30PM to 4:00PM	Waitlist Available Places 4 of 5

The next screen is a generic confirmation of proceeding with enrollment into the course. Select NEXT or previous if you feel you made an error in course selection.

Spring 2019

Law

Emory University

1 Select Academic Career  
Complete

2 Review Class Selection  
Complete

3 Review Class Preferences  
In Progress

4 Enroll or Add to Cart  
Not Started

5 Review and Submit  
Not Started

### Step 3 of 5: Review Class Preferences

LAW 500X Business Associations

Lecture - Class 4046 - Section 002 - Wait List

Add to waitlist if class is full?

Permission Number

N/A (We do not support permission numbers.)

Grading Basis

Graded

Switch the slide button to YES if you would like to place yourself on the class waitlist.  
*This button will be absent if a waitlist does not exist for the class.*

No

Yes

Accept

Click ACCEPT to keep the class preferences and continue registering.

Select drop down arrow to change grading basis here (if available).

Spring 2019

Law

Emory University

1 **Select Academic Career**  
Complete

2 **Review Class Selection**  
Complete

3 **Review Class Preferences**  
Complete

4 **Enroll or Add to Cart**  
Visited

5 **Review and Submit**  
Not Started

## Step 4 of 5: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

- Enroll
- Add to Shopping Cart

Make sure the ENROLL radio button is selected then click NEXT.

Class Search and Enroll

Spring 2019  
Law  
Emory University

1 Select Academic Career Complete

2 Review Class Selection Complete

3 Review Class Preferences Complete

4 Enroll or Add to Cart Complete

5 Review and Submit Visited

**Step 5 of 5: Review and Submit**

You have selected to enroll in

**LAW 659A Doing Deals: Contract Drafting**

Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Class 5075 - Section 09C	Regular Academic Session	01/07/2019 - 04/22/2019	Tuesday 4:15PM to 7:15PM	Waitlist Available Places 1 of 1

▶ **Class Preferences**

Submit

Click SUBMIT to finish enrolling onto the waitlist. When prompted, confirm you want to submit.

Review your waitlist position in the generated confirmation message

✓ **LAW 500X - Business Associations**

Class 4046 is full. You have been placed on the wait list in position number 1.

**DISCLAIMER:** *This is the first semester the Law School will be utilizing the automated waitlist process within OPUS. This automated waitlist process is set up and supported by several University Business Offices, and is not governed by the Law Registrar. Given some of the recent hiccups in OPUS registration processes (e.g. searching for courses, adding courses to your shopping cart, and/or verifying courses within your shopping cart), it is entirely possible that the waitlist process may encounter a hiccup along the way. If a hiccup does occur, we anticipate that it will be minimal, but patience will be required should such an issue arise. You are not required to use the automated waitlist process, but we feel confident in its functional capability to be a benefit instead of a risk. No other waitlists will be maintained, tracked, or used outside of this process.*

## **How it works**

1. The “auto-enroll from wait list” is a process that automatically moves a student from a wait list to enrollment in a class. Emory will have set times throughout the enrollment period when this process will run.
2. When seats become available in a class that a student is on a wait list for then auto-enroll will evaluate each student on that class wait list based upon their wait list position number. The student with wait list position number 1 will be evaluated first, student with wait list position number 2 will be evaluated second, and so on.
3. When auto-enroll evaluates a student for an available seat in a wait listed class and it is found to have enrollment errors (e.g. a time conflict, any hold type on account, exceeding 16 credit hours, etc.) then that student will be notified that they were not moved from the wait list to enrollment in the class, and the student with the next wait list position number will then be evaluated.
4. The only time the course will open for enrollment for anyone not on a waitlist is if the waitlist has already processed in full and more seats have become available or no students on the waitlist are eligible to be placed into the course.
5. Waitlists will become available for enrollment on 11/12/2018 at which point the open enrollment window will be open and the automated waitlist process simultaneously.
6. There will be a two week moratorium on **all** registration activities from 11/30/18-12/16/2018 for preparation of and administration of exams. The waitlist process will end on 1/13/2019 and any students still on a waitlist at this time will be purged and the waitlist will be disabled. You will have 1/14/2019 to finalize your schedule prior to add/drop/swap period expiring.

*Enrollment on the waitlist does not guarantee enrollment into the class. It is important to remember that waitlist position numbers are also not a guarantee of enrollment in the class.*

# Things to know

1. The waitlist will not be available until all open seats in a class have been filled, and a "yellow triangle" will signify the class is in "waitlist" status. Some classes will not have a waitlist option available and will be designated by the blue "closed" square. When a wait listed class has reached its wait list capacity, the wait list feature becomes unavailable and the blue closed class icon will display for the class status.
2. Time conflicts for a class are NOT checked when a student is added to a wait list. The time conflict will only be checked when auto-enroll attempts to move the student from wait list to enrollment. It is your responsibility to confirm that any course you are wait listing for does not have a time conflict with an existing course on your schedule since the system will not automatically verify your courses.
3. When placing yourself on a class wait list, and you are nearing or have already enrolled in 16 credit hours, then you will need to use the "drop if enrolled" feature. This feature allows you to select a class to drop should you be eligible to move from the waitlist into the other class. Failure to make such a designation will result in you not being enrolled into the waitlisted course and the system moving on to the next eligible student.
4. A student can only swap from a class they are enrolled in. They cannot swap from a wait listed class. A swap can only be made into a class with a wait list. If a wait listed class has a seat(s) become available and auto-enroll is unable to move any students from the wait list to enrollment into the class to fill that seat(s), then the class status will automatically be changed to "Open".
5. You will be receiving **A LOT** of emails relating to your status on each waitlist you have placed yourself on. These emails will be coming from the University Registrar (registr@emory.edu) email address. It is recommended you check all email folders (e.g. inbox, junk, trash, etc.) to monitor these communications. These communications CANNOT be turned off so asking any staff/administrator to do anything about it will be futile. The emails will be comprised of the following messages:
  - a. Welcome to the WL communication – sent nightly
  - b. You were not added to the WL communication – student will receive an email **every time** the process attempts to add them to a course but encounters an error (time conflict, pre-req not met, not registered for a co-req, hold on account, etc.). The Auto Enroll process runs every 15 min., so the student will receive a communication every 15 min. until they are either moved into the course or removed from the WL.
  - c. You were successfully added to the WL communication – sent nightly when you are successfully enrolled into the class.

# Waitlist Drop if Enrolled

If there is a course you would prefer being enrolled in than a course you are currently enrolled in, then you **must start** with the DROP/SWAP/UPDATE process.

***DO NOT ADD YOURSELF TO THE WAITLISTED CLASS BEFORE EXECUTING THIS PROCESS.***

When initiating this process, you will select a class from your schedule that you are actually enrolled in. You can either conduct a class search for the course you wish to swap out or specify the 4-digit class number. (*You cannot swap a waitlisted course for another waitlisted course.*)

Spring 2019  
Law  
Emory University

- View My Classes
- Class Search and Enroll
- Shopping Cart
- Drop/Swap/Update Classes ^
- Drop Classes
- Swap Classes**
- Update Classes
- Course Atlas v
- Browse Course Catalog

### Swap Classes

Select the class you wish to swap then select the class you wish to replace it with.

**Swap This Class**  
Select from your schedule

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**With This Class**  
Search for Classes

Class Search

**Or**  
Enter Class Number

4046

Search

The registration steps at this point will resemble the same as the regular enrollment process, though slightly abbreviated.

**Spring 2019**  
Law

- View My Classes
- Class Search and Enroll
- Shopping Cart
- Drop/Swap/Update Classes
- Drop Classes
- Swap Classes**
- Update Classes
- Course Atlas
- Browse Course Catalog

**LAW 500X**  
Business Associations

▶ **Course Information**  
▼ **Class Selection**

Select a class option ⓘ Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Wait List	Regular Academic Session	Lecture - Class 4046 - Section 002	01/07/2019 - 04/22/2019	Tuesday Thursday 2:30PM to 4:00PM	Gambrell Hall - 1D	Robert Saudek	Waitlist Available Places 4 of 5 >

Click on the class row to continue swapping enrollment.

**Swap Classes** Next >

**Spring 2019**  
Law  
Emory University

- 1 Review Class Selection** Visited
- 2 Class Preferences Not Started
- 3 Confirm Class Swap Not Started

**Step 1 of 3: Review Class Selection**

You have selected  
**LAW 500X Business Associations**

Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Class 4046 - Section 002	Regular Academic Session	01/07/2019 - 04/22/2019	Tuesday Thursday 2:30PM to 4:00PM	Waitlist Available Places 4 of 5

Again, click NEXT to confirm your class swap request.

**Swap Classes** Exit Previous

Spring 2019  
Law  
Emory University

- Review Class Selection Complete
- Class Preferences In Progress**
- Confirm Class Swap Not Started

**Step 2 of 3: Class Preferences**

**LAW 500X Business Associations**  
Lecture - Class 4046 - Section 002 - Wait List

Add to waitlist if class is full?  Yes  No

Permission Number

Grading Basis  
Graded

**Accept**

Switch the slide button to YES if you know the class has a waitlist, but you would still give this class priority. This button will be absent if a waitlist does not exist for the class.

Update your class preferences (i.e. grading basis) at this step. Click ACCEPT to proceed.

**Swap Classes** Exit Previous

Spring 2019  
Law  
Emory University

- Review Class Selection Complete
- Class Preferences Complete
- Confirm Class Swap Visited**

**Step 3 of 3: Confirm Class Swap**  
You are replacing this Class

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Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Class 3983 - Section 04A	Regular Academic Session	01/07/2019 - 04/22/2019	Wednesday 9:00AM to 12:00PM	Open Seats 2 of 7

**With this Class**

**LAW 500X Business Associations**  
Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Class 4046 - Section 002	Regular Academic Session	01/07/2019 - 04/22/2019	Tuesday Thursday 2:30PM to 4:00PM	Waitlist Available Places 4 of 5

**Submit**

Review your class swap selections. If this is correct, then click SUBMIT to proceed.

**Class Preferences**

Session	Meeting Dates	Days and Times
en 04A Regular Academic Session	01/07/2019 - 04/22/2019	Wednesday 9:00AM to 12:00PM
<p>Are you sure you want to submit?</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p>		
Session	Meeting Dates	Days and Times
en 002 Regular Academic		Tuesday/Thursday 2:30PM to 4:00PM

Confirm you would like to proceed with swapping the classes.

Student
Confirmation

Spring 2019  
Law  
Emory University

- View My Classes
- Class Search and Enroll
- Shopping Cart
- Drop/Swap/Update Classes ^
- Drop Classes
- Swap Classes**
- Update Classes
- Course Atlas v
- Browse Course Catalog
- Planner

✔ **Swap LAW 659A - Doing Deals: Contract Drafting with LAW 500X - Business Associations**  
Class 4046 is full. You have been placed on the wait list in position number 1.

Review your waitlisted position in the swapped course.  
*This will confirm in a round about way that the swap was successful.*

You can review the edits to your schedule in VIEW MY CLASSES.

*Though the designated swap will not be completely apparent on this page, as long as you followed the steps then it will occur. Despite the processed swap, you will remain enrolled in the original course until such a time that you are able to be enrolled in the other course should the waitlist permit it.*

Student
View My Classes
Home, Menu, Refresh icons

Spring 2019  
Law

View My Classes

View Textbooks

Class Search and Enroll  
Shopping Cart  
Drop/Swap/Update Classes  
Drop Classes  
Swap Classes  
Update Classes  
Course Atlas  
Browse Course Catalog  
Planner  
Enrollment Dates  
Exam Schedule

By Class
By Date
By Calendar

Show Enrolled Classes
  Show Waitlisted Classes
  Show Dropped Classes

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Status	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Enrolled	3.00	Graded		Doctor of Law	

Class	Start/End Dates	Days and Times	Room
Lecture - Class 3983 - Section 04A	01/07/2019 - 04/22/2019	Days: Wednesday Times: 9:00AM to 12:00PM	Gambrell Hall - 5K

[Enrollment Deadlines](#)

LAW 500X Business Associations

Status	Waitlist Position	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Waiting	1	3.00	Graded		Doctor of Law	

Class	Start/End Dates	Days and Times	Room
Lecture - Class 4046 - Section 002	01/07/2019 - 04/22/2019	Days: Tuesday Thursday Times: 2:30PM to 4:00PM	Gambrell Hall - 1D

[Enrollment Deadlines](#)

