# Wait List Training

How to add yourself to a class wait list and how to swap a class if enrolled from a wait list.

**DISCLAIMER**: The wait list process is set up and supported by several University Business Offices, and is <u>not</u> governed by the Law Registrar. You are not required to use the automated wait list process. No other wait lists will be maintained, tracked, or used outside of this process. Enrollment on the wait list, regardless of your waitlist position, does not guarantee enrollment into the class.

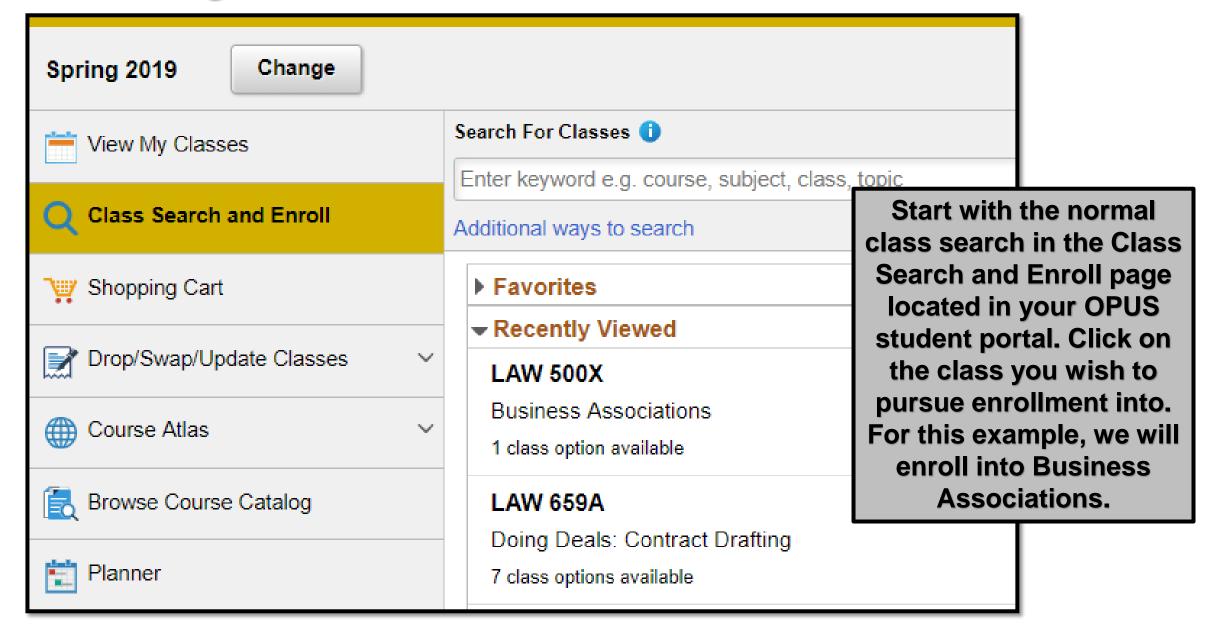
#### **How it works**

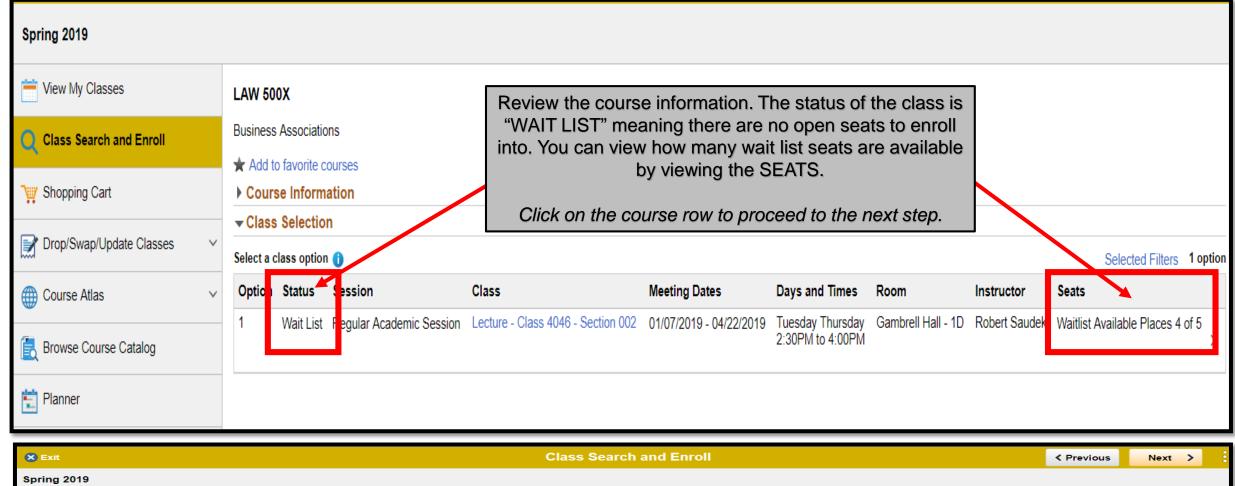
- 1. Once all available seats in a class have been filled, OPUS will automatically begin collecting names on a wait list. The wait list will not be available until <u>all</u> open seats in a class have been filled. When a wait listed class has reached its capacity, the wait list feature becomes unavailable and the class will be closed until further notice.
- 2. The wait list process job will run every 15 minutes through the course of the day during the open enrollment period. When a seat becomes available in a class with an active wait list, the auto-enroll process will evaluate each student on the wait list in sequential order. (e.g. 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.)
  - a. 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 the system will notify the student that it was unable to enroll in the course and the reason why. The system will then move on and begin to evaluate the next student in the wait list order.
  - b. 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 prior to adding yourself since the system will not automatically verify your courses.
  - c. When placing yourself on a class wait list, and you are nearing/already enrolled in 16 credit hours or are attempting to register in a different section of the same course, then you must use the SWAP→Drop if Enrolled feature. This feature allows you to select a class to drop should you be eligible to move from the wait list into the other class. Failure to make such a designation at the time you are registering on to a waitlist will result in you being skipped over and the system moving on to the next eligible student. If you do not do this from the beginning, then the only way to fix it will be to either drop the enrolled course or drop your wait position and start again. Your original wait list position will not be honored.
  - d. The <u>only</u> time the course will open for enrollment for anyone <u>not</u> on a wait list is if the wait list has already processed in full and more seats have become available or no students on the wait list are eligible to be placed into the course.

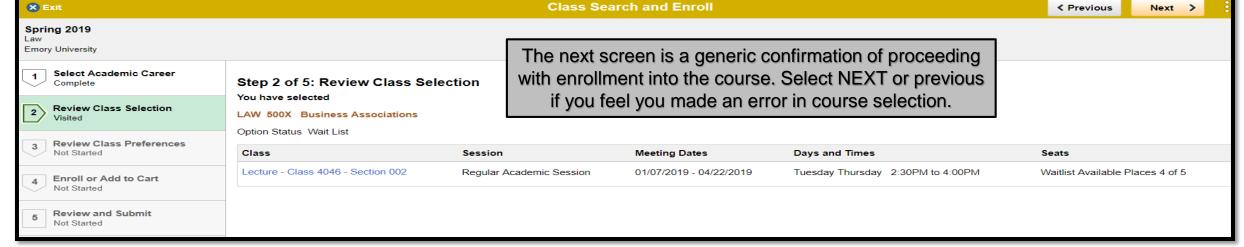
### Things to know

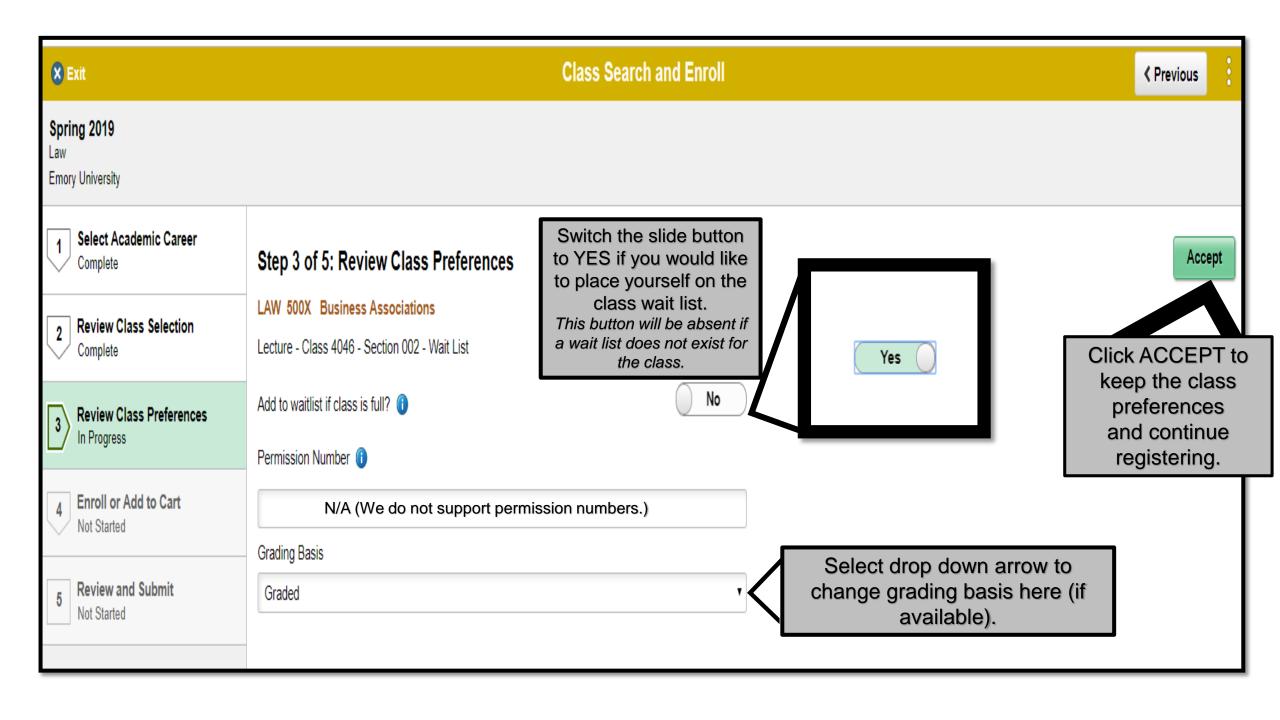
- 1. Wait lists will become available for enrollment at the start of Open Enrollment at which point the automated wait list process simultaneously.
- The wait list process will end prior to the first week of classes and any students still on a wait list at this time will be purged and the wait list will be disabled. You will have until the end of Open Enrollment to finalize your schedule prior to add/drop/swap period expiring. Check OPUS for the exact dates.
- 3. You will be receiving **A LOT** of emails relating to your status on each wait list you have placed yourself on. These emails will be coming from the University Registrar (registr@emory.edu) email address. It is recommended you check <u>all</u> 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.

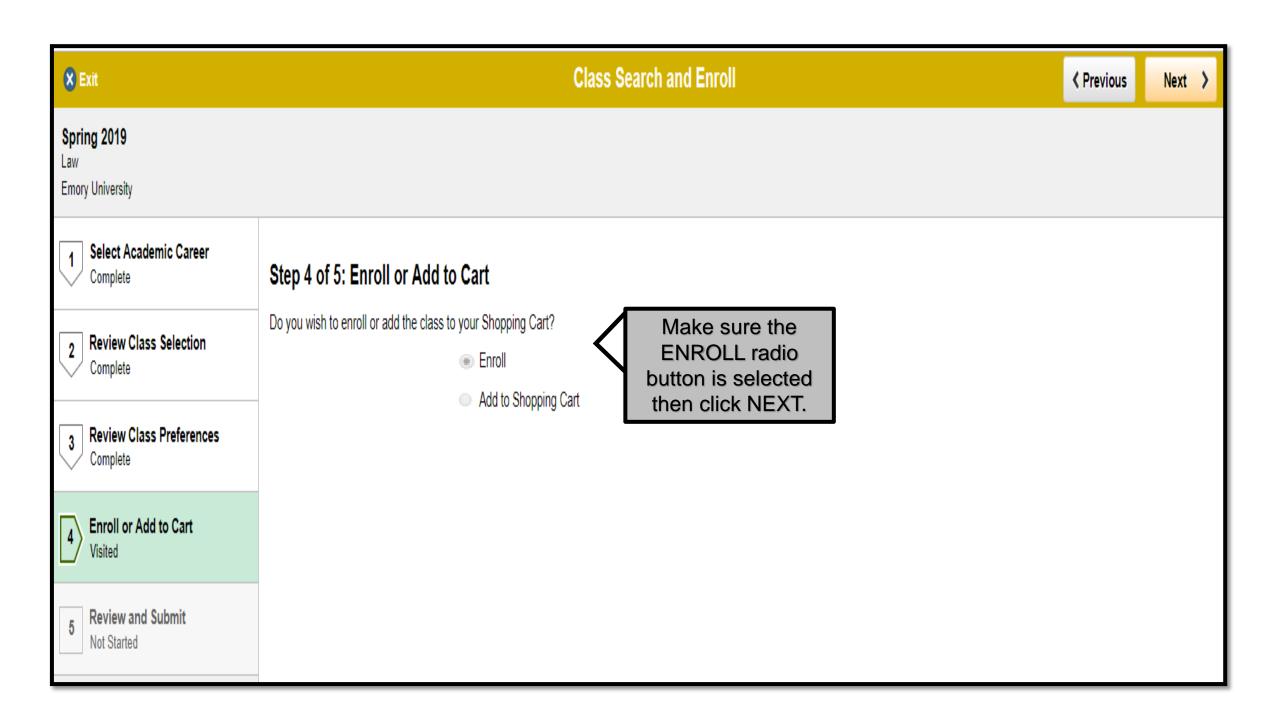
## Wait listing in a course

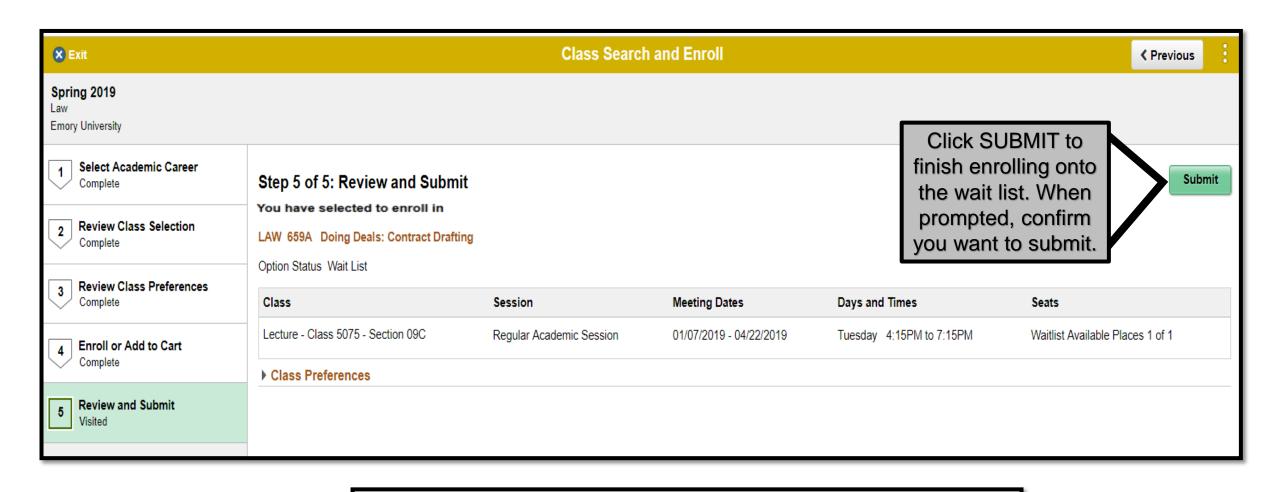


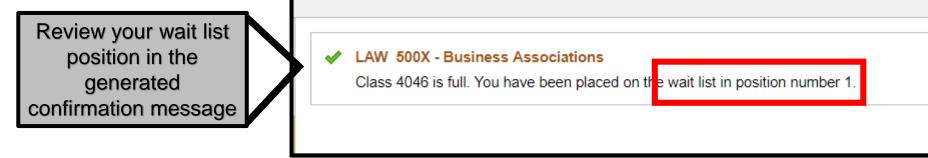












### Wait list SWAP→Drop if Enrolled

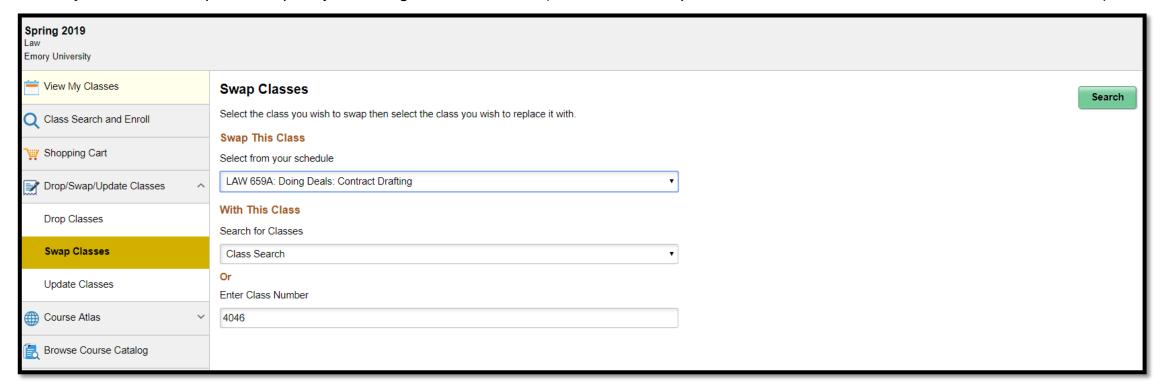
#### DO NOT ADD YOURSELF TO THE CLASS WAITLIST BEFORE EXECUTING THIS PROCESS.

If you have already wait listed yourself into the course before executing the "swap" process then you will have to remove yourself from the wait listed course—losing your wait listed position—and re-enroll on the wait list.

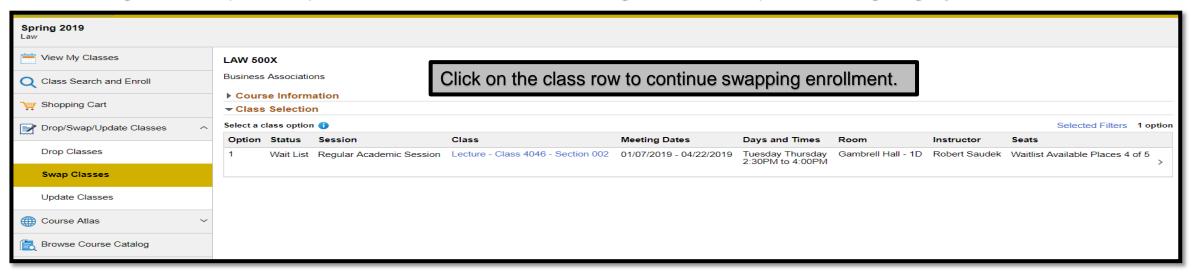
You will not be given your original wait list position back.

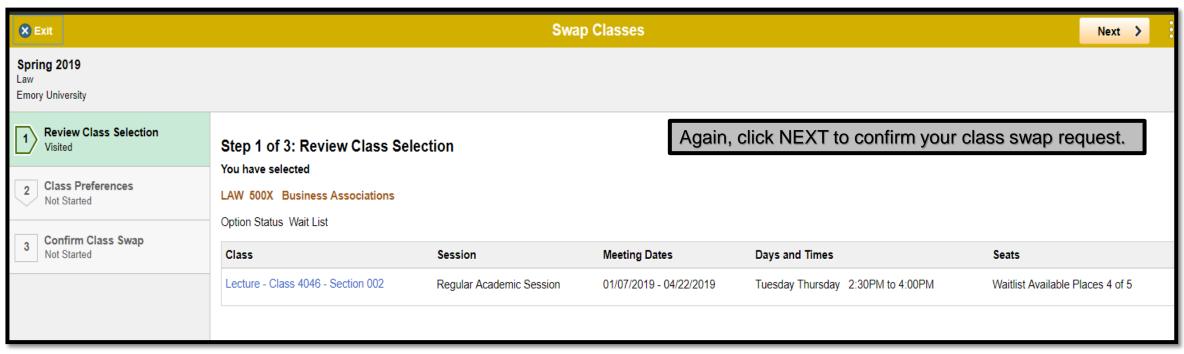
If there is a course you would prefer being enrolled in more than a course currently enrolled on your schedule, then you **must start** with the DROP/SWAP/UPDATE process.

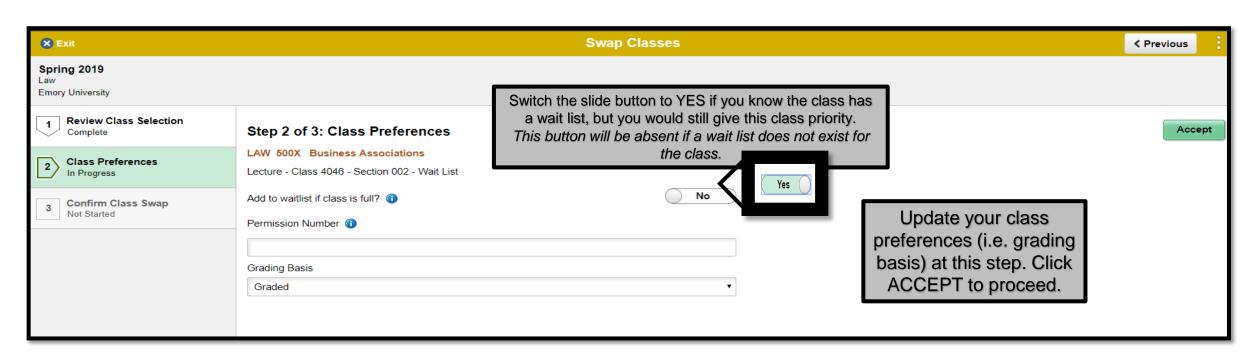
When initiating this process, you will select a class from your schedule that you are <u>actually</u> enrolled in. You can either conduct a class search for the course you wish to swap out or specify the 4-digit class number. (You cannot swap a wait listed course for another wait listed course.)

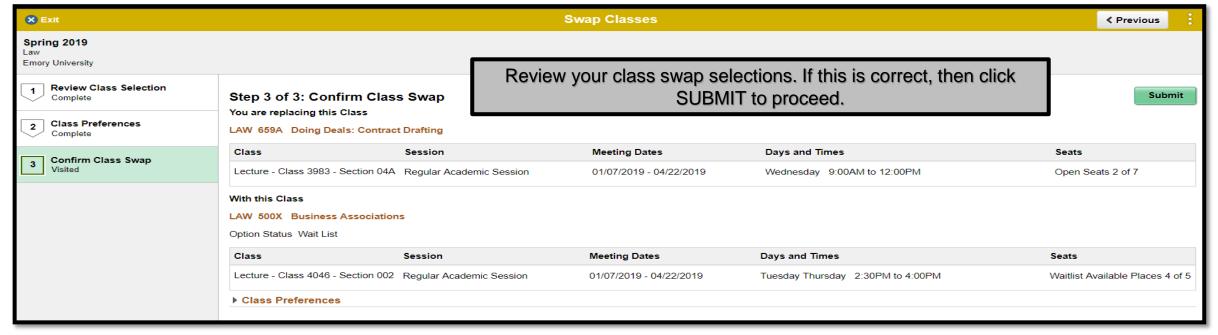


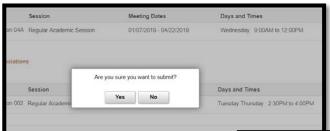
The registration steps at this point will resemble the same as the regular enrollment process, though slightly abbreviated.



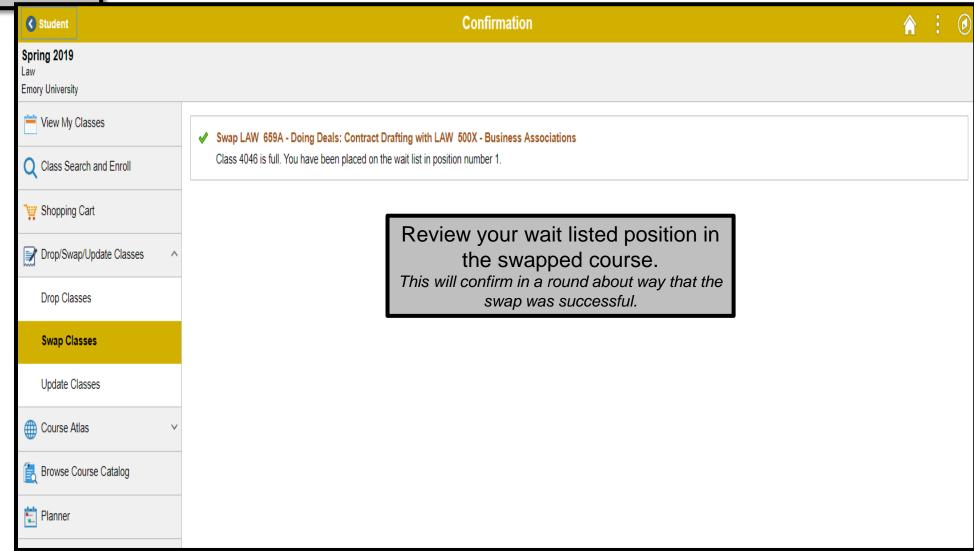








Confirm you would like to proceed with swapping the classes.



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 wait list permit it.

