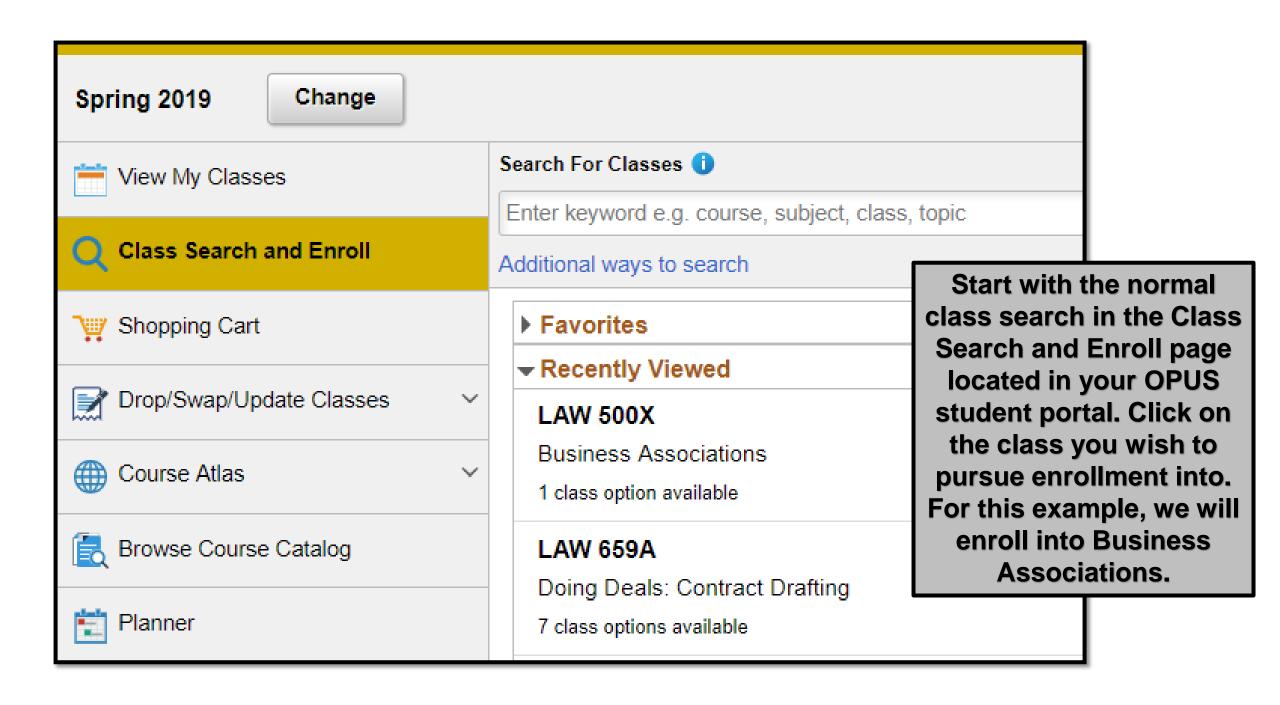
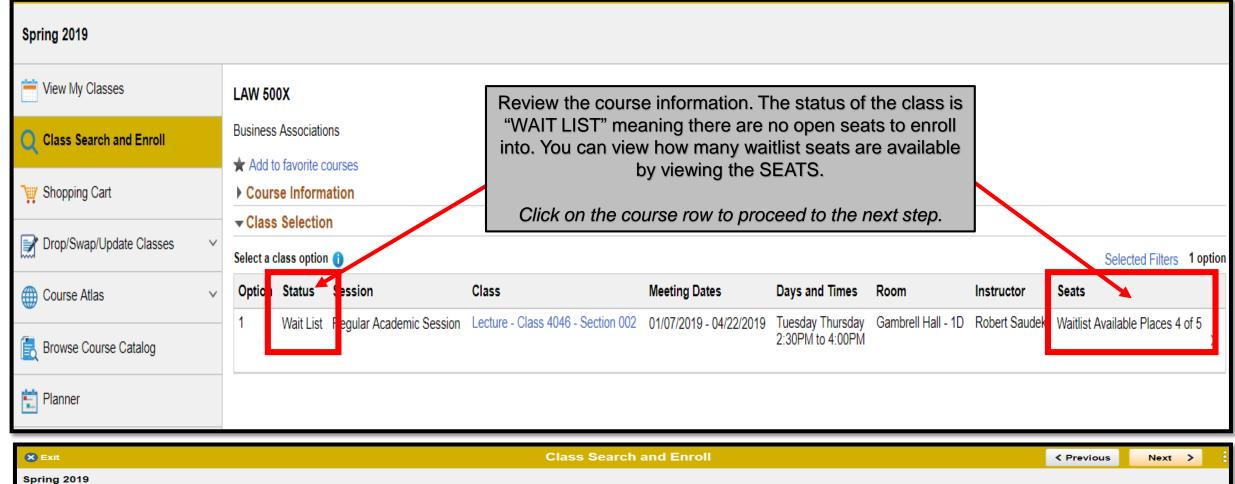
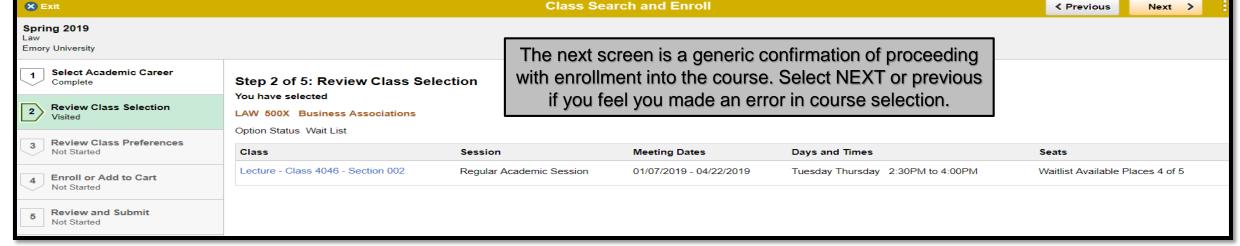
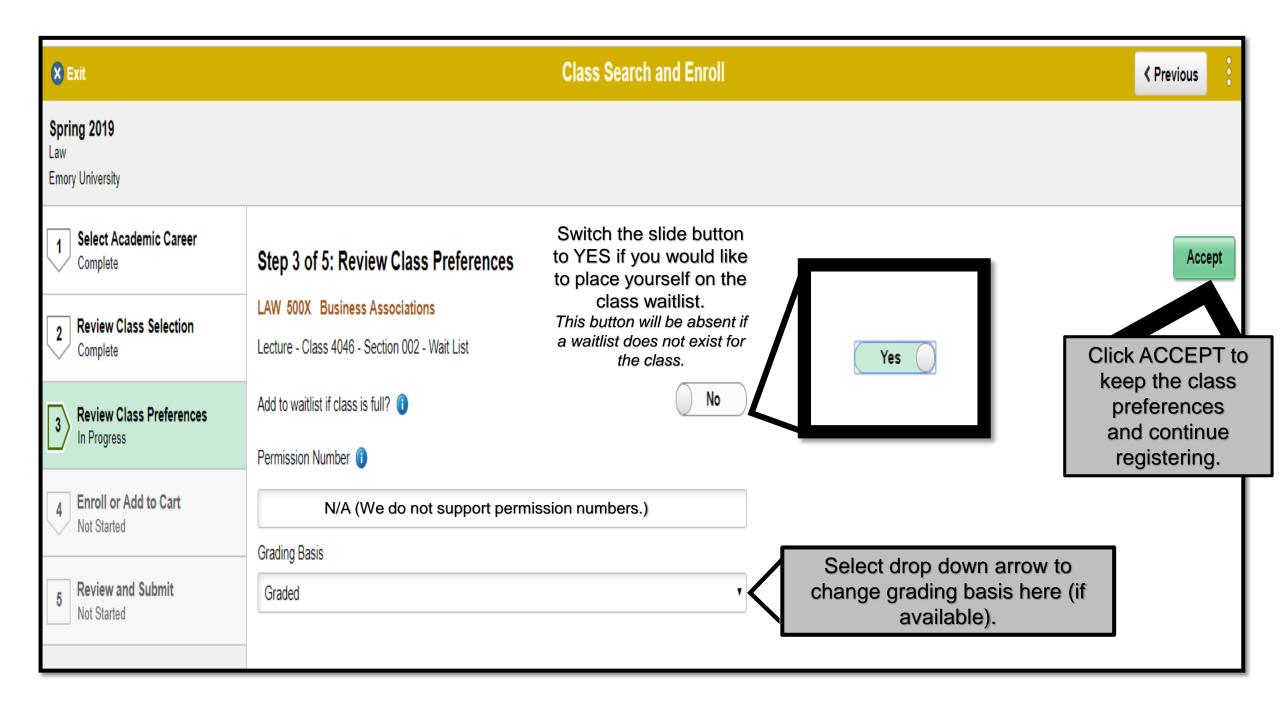
Waitlist Training

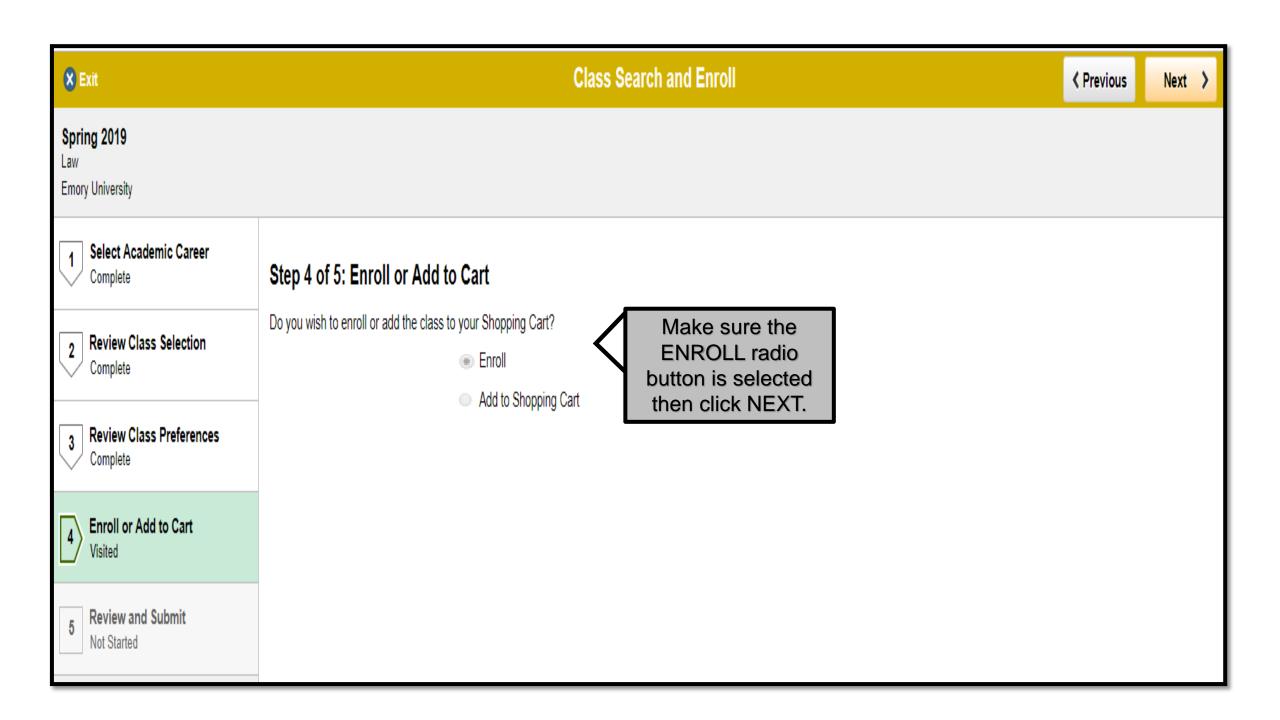
How to add yourself to a class waitlist and how to drop a class if enrolled from a waitlisted class.

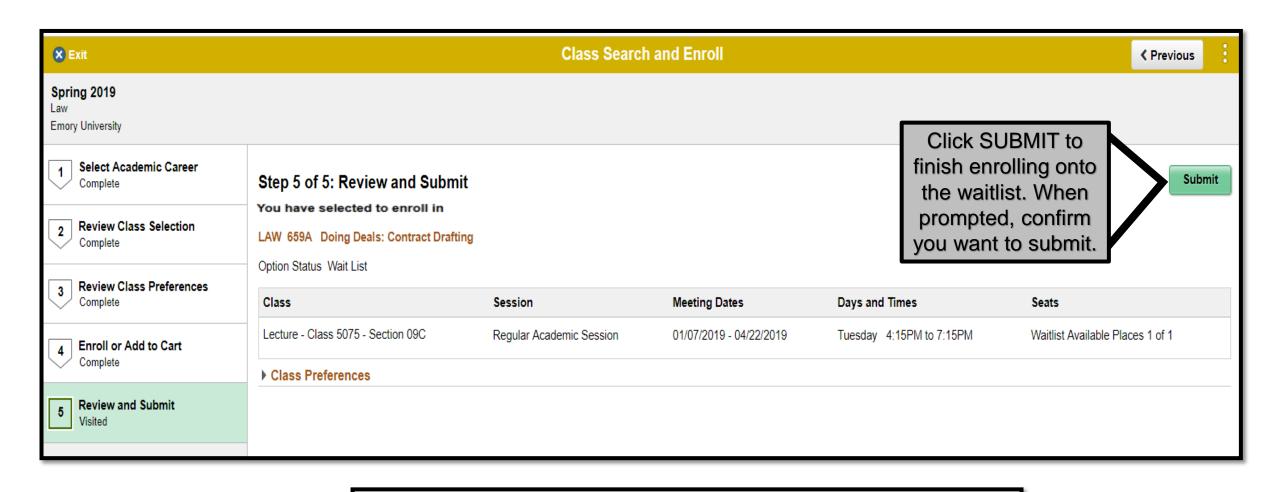














DISCLAIMER: This is the first semester the Law School will be utilizing the automated waitlist process within OPUS. This automated waitlist process is set up and supported by several University Business Offices, and is <u>not</u> governed by the Law Registrar. Given some of the recent hiccups in OPUS 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 <u>not</u> 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 simulataneously.
- 6. There will be a two week moratorium on <u>all</u> 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

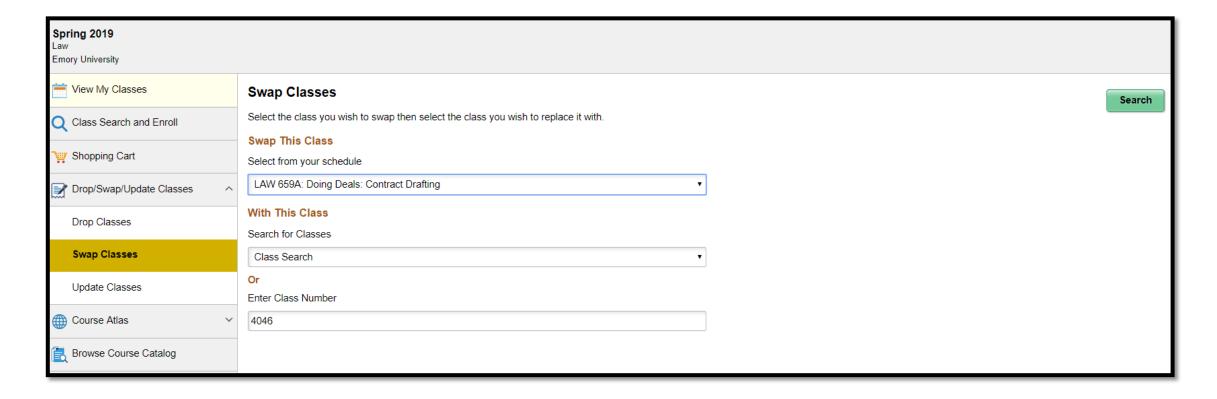
- 1. The waitlist will not be available until <u>all</u> open seats in a class have been filled, and a "yellow triangle" will signify the class is in "waitlist" status. Some classes will not have a waitlist option available and will be designated by the blue "closed" square. When a wait listed class 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 <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.

Waitlist Drop if Enrolled

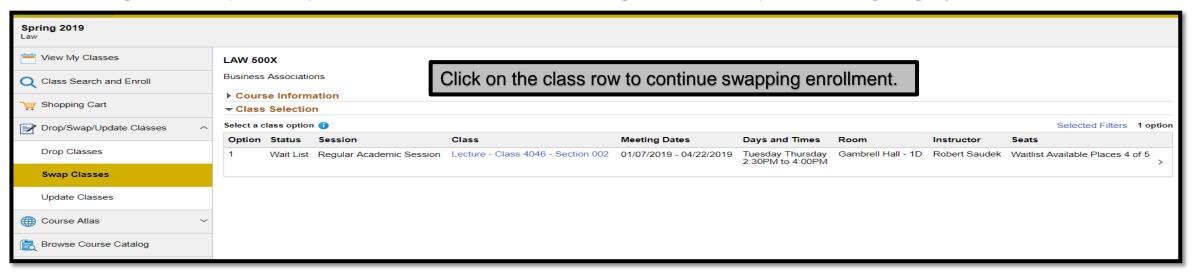
If there is a course you would prefer being enrolled in than a course you are currently enrolled in, then you **must start** with the DROP/SWAP/UPDATE process.

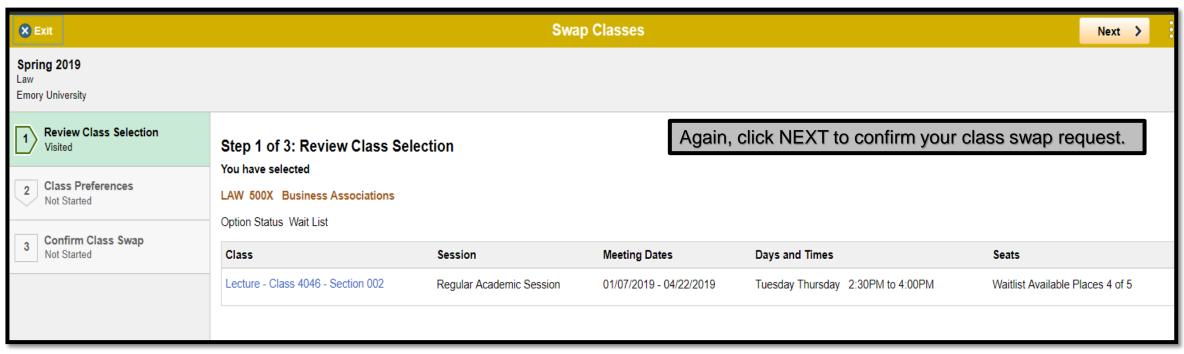
DO NOT ADD YOURSELF TO THE WAITLISTED CLASS BEFORE EXECUTING THIS PROCESS.

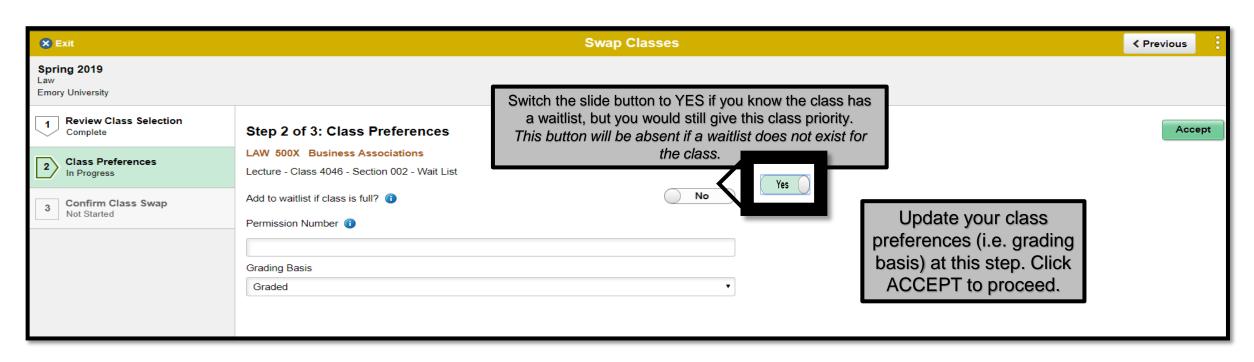
When initiating this process, you will select a class from your schedule that you are <u>actually</u> enrolled in. You can either conduct a class search for the course you wish to swap out or specify the 4-digit class number. (You cannot swap a waitlisted course for another waitlisted course.)

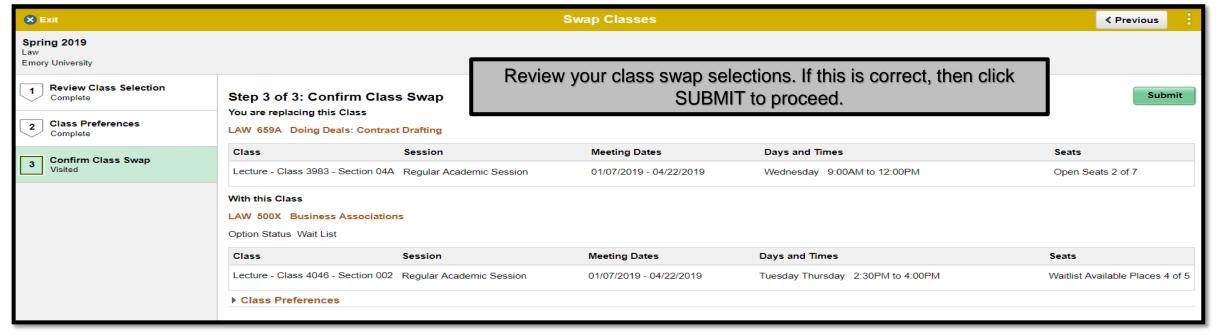


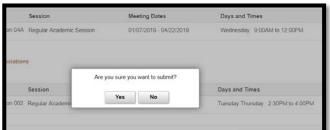
The registration steps at this point will resemble the same as the regular enrollment process, though slightly abbreviated.



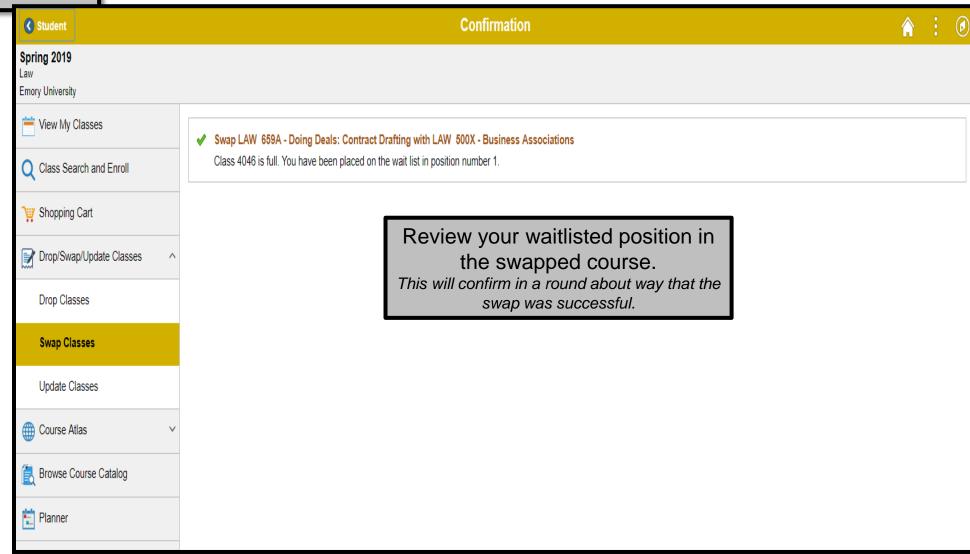








Confirm you would like to proceed with swapping the classes.



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 waitlist permit it.

