

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 not 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 all 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 only time the course will open for enrollment for anyone not 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.
2. 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 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.


Wait listing in a course


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 wait list 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 wait list. *This button will be absent if a wait list 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 wait list. When prompted, confirm you want to submit.

Review your wait list 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.

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 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 wait listed course for another wait listed course.*)

The screenshot shows the 'Swap Classes' interface on the Emory University website. The page header includes 'Spring 2019', 'Law', and 'Emory University'. A left-hand navigation menu contains options like 'View My Classes', 'Class Search and Enroll', 'Shopping Cart', 'Drop/Swap/Update Classes', 'Drop Classes', 'Swap Classes' (highlighted), 'Update Classes', 'Course Atlas', and 'Browse Course Catalog'. The main content area is titled 'Swap Classes' and includes a 'Search' button. Below the title, it instructs the user to 'Select the class you wish to swap then select the class you wish to replace it with.' The 'Swap This Class' section has a dropdown menu with 'LAW 659A: Doing Deals: Contract Drafting' selected. The 'With This Class' section offers two options: 'Class Search' (with a dropdown menu) and 'Or Enter Class Number' (with a text input field containing '4046').

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 ← Previous

Spring 2019
Law
Emory University

1 **Review Class Selection**
Complete

2 **Class Preferences**
In Progress

3 **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 wait list, but you would still give this class priority. This button will be absent if a wait list does not exist for the class.

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

Swap Classes ← Previous

Spring 2019
Law
Emory University

1 **Review Class Selection**
Complete

2 **Class Preferences**
Complete

3 **Confirm Class Swap**
Visited

Step 3 of 3: Confirm Class Swap

You are replacing this Class

LAW 659A Doing Deals: Contract Drafting

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

▶ **Class Preferences**

Submit

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

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 wait listed 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 wait list permit it.

Student View My Classes

Spring 2019
Law

View My Classes View Textbooks

Class Search and Enroll By Class By Date By Calendar

Shopping Cart Show Enrolled Classes Show Waitlisted Classes Show Dropped Classes

Drop/Swap/Update Classes **LAW 659A Doing Deals: Contract Drafting**

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](#)

