This newsletter has been created in an effort to keep you abreast of our transition to CourseLeaf. In this newsletter, you will receive: status and timeline updates, definitions of new terminology, a "Things to Do" section, course catalog and class scheduling tips, etc...

Dear Colleagues,

During Spring 2018 Pre-registration, a couple of issues evolved related to waitlisting.

With open enrollment or Add/Drop/Swap starting on Monday, November 20, 2017, for Spring 2018, we thought this would be a great opportunity to reiterate a few things in regards to waitlisting.

- In CourseLeaf, the waitlist is turned on or off by entering either a "0" or "999" in the wait cap field:
  - "0" = Waitlist NOT activated
  - "999" = Waitlist activated
- A class CANNOT use both tiersed enrollment and waitlisting at the same time. A class may use tiersed enrollment during pre-registration then activate the waitlist ONLY AFTER pre-registration.
- If a class is on the tiersed enrollment list, please ensure in CourseLeaf that the "Wait Cap" is set to "0" (see below).

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Maximum</th>
<th>Wait Cap</th>
<th>Rm Cap Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>0</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

You are probably wondering why the "Special Edition - Waitlisting" and what this has to do with the CourseLeaf Update.

Now that departments in Phase I and soon Phase II have the ability to turn the waitlist on or off, it is very important that everyone understand the Waitlist function.

Hopefully, the following articles will clarify any questions you may have on waitlisting.

If you still have questions, please feel free to forward them to: registr@emory.edu.
Auto-Enroll From Wait List to Class Enrollment – Starts November 20th, 8:00AM

The “Auto-Enroll from Wait List” is a process that automatically moves a student from a Wait List to enrollment in a class. The process runs every 10-15 minutes throughout the enrollment period.

When a class that has a waitlist setup reaches its enrollment limits, the class is no longer open to enrollment and instead students must place themselves on the waitlist for that class.

If additional seats are added to a class, either by staff via CourseLeaf, or by enrolled students dropping the class from their schedules, those available seats are reserved for only the students that are on the waitlist.

When seats become available in a class that a student is on, then the Auto-Enroll process 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.

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) 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. The process will continue to look for eligible students, in wait list position order, until it finds a student to move into the empty seat(s) available in the class.

Regarding classes that have related class sections, Auto-Enroll will move a student from the Wait List to enrollment in the class only if BOTH the class and the related class section have seats available. If a student is Wait Listed in a lecture and its related lab, Auto-Enroll will move that student from Wait List to enrollment in both the lecture and lab only if BOTH the lecture and lab have available seats. If either the lecture or lab has no available seats then no enrollment will take place. Remember, Wait List treats the lecture and lab as a single enrollment and in order to be enrolled successfully in both, they both must have available seats.

Auto-Enroll will perform the following checks when enrolling a student into a class from the waitlist:

- Time Conflict (not checked at the time the student is placed on the waitlist)
- Unit Load
- Requisites

Auto-Enroll will NOT check/recheck:

- Service Indicators
- Last Day to Enroll
- Appointment Limit

If staff would wish to add a waitlist to a class section that does not currently have one they may do so via CourseLeaf by adding a Waitlist Capacity of 999.

Jesse Foley
Deputy University Registrar
The below document was created by Dawn Fisher, Assistant Registrar, to assist students in understanding the "swap" or "add" to wait listing process. Departments may distribute this document to students, if needed.

This is an excellent reference sheet!

**Time Conflict: Do I swap to Wait List or Add to Wait List?**

You are encouraged to use the Swap option if the class that you wish to wait list has a time conflict with an existing class on your schedule.

<table>
<thead>
<tr>
<th>Swap Option: Benefits</th>
<th>Add Option: Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The wait Listing process will drop you from the existing class if/when the wait list process schedules you into the wait listed class, removing the possibility of encountering a time conflict error.</td>
<td>Your wait listed class will never process if a time conflict remains on your schedule. The wait list process will try to enroll you into the wait listed class, but will skip down to the next person who doesn’t have a time conflict. You will receive a message stating that you weren’t enrolled into the class due to a time conflict.</td>
</tr>
</tbody>
</table>

Existing class remains on your schedule:
1. Until a space becomes available in your wait listed class and the wait list process places you into the desired class.
2. If you are never placed into the wait listed class, your existing class remains on your schedule.

Options if the wait list process skipped you due to a time conflict:
1. Drop the existing class from your schedule and hope that the wait list process circulates back to you.
2. Drop yourself from the wait list and use the Swap option to place yourself back on the wait list. You will go to the bottom of the wait list, losing your original position.

**Step 1a – Select a Class to Swap**

**Step 1b - Select a Class to Swap – Enrollment Preference**

**Step 2 – Confirm Your Selection**

**Step 3 – View Results (read your messages)**