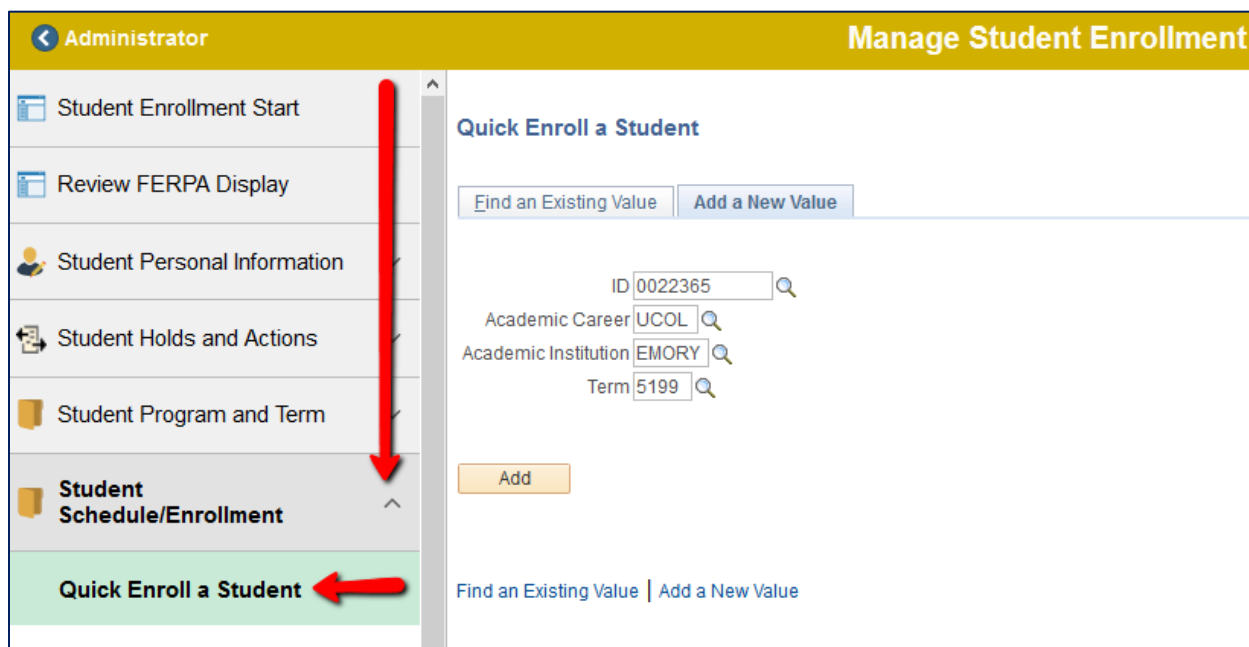
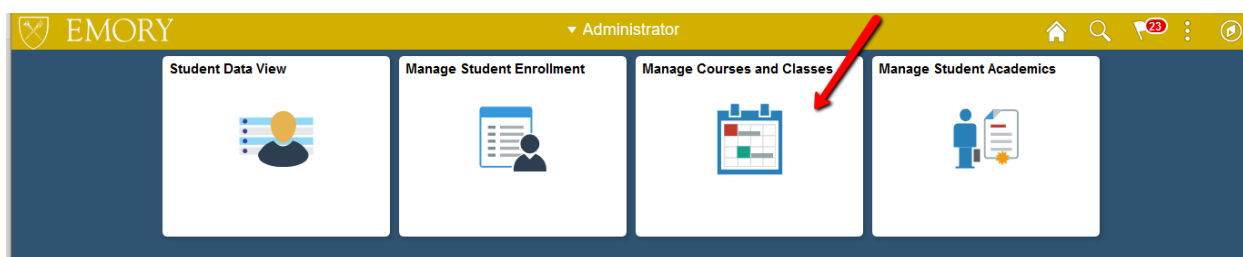


Wait Listing for a Closed Class

This document will provide guidance to:

- Adding Students to a Wait List/Dropping from Wait List/Swapping Onto Wait List
- Viewing Students on a Wait List for Your Class
- Waiting Listing into Classes that have Related Class Sections
- Auto-Enroll from Wait List to Class Enrollment
- Wait Listing into Classes that have Related Class Sections (additional information)
- Additional Wait Listing Notes

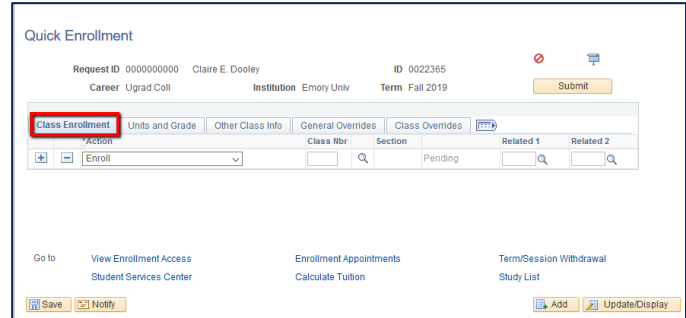


Enter search criteria and click on the **Add** button.

Adding a Student to a Wait List

Enrolling into Wait Listed Class


Select the **Enroll** Action, and enter either the **class number** or select the magnifying glass to search for a class.



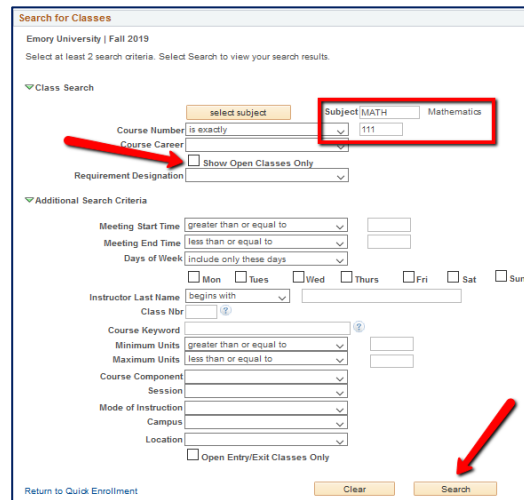
Searching for Classes

After selecting the magnifying glass to search, enter your search criteria and uncheck the **Show Open Classes Only** box. The only classes that can be Wait Listed are closed classes so in order to show closed classes that can be Wait Listed, the **Show Open Class Only** box needs to be **unchecked**.

Click the **Search** button.

Your search results will show classes that have a Wait List. The icon  under **Status** indicates that this is a closed class that has a Wait List available.

If you wish to place the student on the Wait List for a class then click the **select** button for that class.








Quick Enrollment
Search Results

Emory University | Fall 2019

The following classes match your search criteria Course Subject: Mathematics, Course Number is exactly '111', Show Open Classes Only: No

Return to Quick Enrollment New Search Modify Search

12 class section(s) found

Class Section	Days & Times	Room	Instructor	Meeting Dates	Req Desig	Status	
8000 10-LEC Regular	MoWeFr 8:00AM - 8:50AM	Atwood Chemistry Bldg 318	Staff	08/28/2019 - 12/10/2019	MQR		Select
6000 11-LEC Regular	MoWeFr 9:00AM - 9:50AM	Atwood Chemistry Bldg 240	Staff	08/28/2019 - 12/10/2019	MQR		Select
0000 12-LEC Regular	MoWeFr 10:00AM - 10:50AM	Rich Building 103	Staff	08/28/2019 - 12/10/2019	MQR		Select
0000 13-LEC Regular	MoWeFr 1:00PM - 1:50PM	Rich Building 108	Staff	08/28/2019 - 12/10/2019	MQR		Select
3520 2-LEC Regular	MoWeFr 12:00PM - 12:50PM	Math & Science Center - N300	Juan Villeta-Garcia	08/28/2019 - 12/10/2019	MQR		Select

Enrollment into Wait Listed Class

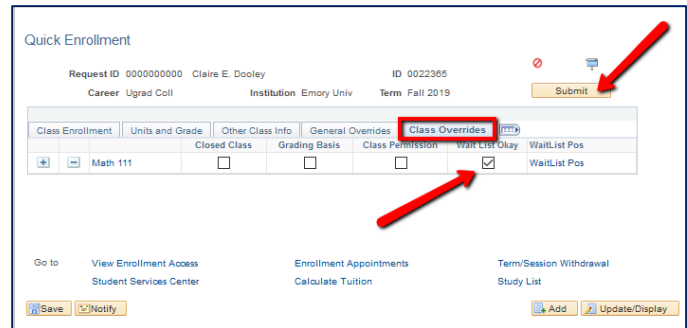
Select the **Class Overrides** tab and check the **Wait List Okay** box. Click on the **Submit** button.

Once the enrollment action is complete, select **Messages**.

In the example to the right, the student was successfully added to the Wait List and her position number on the Wait List is **4**.

When a space becomes available in the class, the **Auto – Enroll** process will attempt to enroll the student in Wait List position number 1 into the class. If that student has a conflict, the **Auto – Enroll** process will attempt to enroll the student in position number 2 into the class. The **Auto – Enroll** process will continue to move down the list until it successfully places a student into the class.

Note: If the student was not successfully added to the Wait List, the enrollment action will receive Errors. The Error message will list the reason for the error.



Quick Enrollment

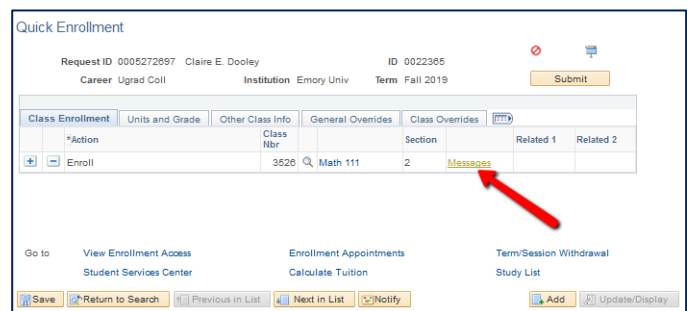
Request ID 000000000 Claire E. Dooley ID 0022365
 Career Ugrad Coll Institution Emory Univ Term Fall 2019

Submit

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides	WaitList Pos
Math 111		Closed Class	Grading Basis	Class Permission	Wait List Okay <input checked="" type="checkbox"/>

Go to View Enrollment Access Student Services Center Enrollment Appointments Calculate Tuition Term/Session Withdrawal Study List

Save Notify Add Update/Display



Quick Enrollment

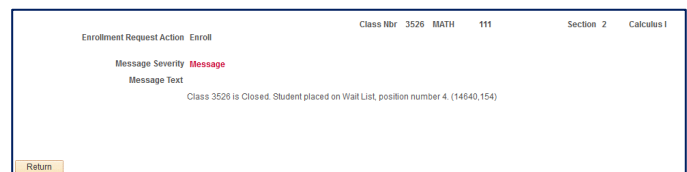
Request ID 0005272697 Claire E. Dooley ID 0022365
 Career Ugrad Coll Institution Emory Univ Term Fall 2019

Submit

Class Enrollment	Units and Grade	Other Class Info	General Overrides	Class Overrides	Related 1	Related 2
*Action		Class Nbr	Section	Messages		
Enroll		3526	Math 111	2		

Go to View Enrollment Access Student Services Center Enrollment Appointments Calculate Tuition Term/Session Withdrawal Study List

Save Return to Search Previous in List Next in List Notify Add Update/Display



Enrollment Request Action Enroll Class Nbr 3526 MATH 111 Section 2 Calculus I

Message Severity Message

Message Text
 Class 3526 is Closed. Student placed on Wait List, position number 4. (14640,154)

Return

Viewing Students on a Wait List

The following screens show the OPUS locations where student Wait List information can be seen.

-Manage Student Enrollment Tile- View Student Academic Summary

Fall 2019

Eligible to Enroll: Yes
 Primary Program: LIBAS Liberal Arts & Sciences
 Academic Standing Status: Data unavailable

Level / Load

Academic Level - Projected: Junior
 Academic Level - Term Start: Junior
 Academic Level - Term End: Junior
 Approved Academic Load: Full-Time
 Academic Load: No Unit Load

Classes

Enrolled Dropped Wait Listed

Class	Description	Units	Grading	Grade	Status
MATH 111-2 (3526)	Calculus I (Lecture)	3.00	Graded		▲

Quick Enrollment

Statistics

Fall 2019	Combined Term Total	Cumulative Total
Units Toward GPA:		
Taken		70.000

-Manage Student Enrollment Tile- Quick Enroll a Student - Study List

Quick Enroll Student Study List Fall 2019

0022365 Dooley,Claire E.

Undergraduate Emory College Emory University

Class Schedule Filter Options

Show Enrolled Classes Show Waitlisted Classes Show Dropped Classes [Refresh Class Schedule](#)

MATH 111	Section	Component	Description	Grading Option	Grade	Units	Status	Position
Clas 3526	2	Lecture	Calculus I	Graded		3.00	Waiting	4
		Academic Program	Liberal Arts & Sciences					
		Requirement Designation	Mathematics and Quantitative Reasoning	Attempt RD?	Yes			
			Mathematics and Science Center N306					
				08/28/2019 - 12/10/2019				
		Instructor	Juan Vilela-Garcia					

Printer Friendly Page

[Cancel](#)

Shows Position Number

-Manage Courses and Classes Tile- View Class Roster

Class Roster

Fall 2019 | Regular Academic Session | Emory University | Undergraduate Emory College

MATH 111 - 2 (3526)
Calculus I (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 12:00PM-12:50PM	Math & Science Center - N306	Juan Vilela-Garcia	08/28/2019 - 12/10/2019

*Enrollment Status: **Select Waiting**

Enrollment Capacity 30 Waitlisted 4

Select	ID	Name	Program and Plan	Level	Program and Plan
<input type="checkbox"/>			Liberal Arts & Sciences - Undeclared - Arts & Sciences	Sophomore	Pos # 1
<input type="checkbox"/>			Liberal Arts & Sciences - Undeclared - Arts & Sciences	Sophomore	Pos # 2
<input type="checkbox"/>			Liberal Arts & Sciences - Undeclared - Arts & Sciences	Sophomore	Pos # 3
<input type="checkbox"/>	0022365	Dooley,Claire E.	Liberal Arts & Sciences - Undeclared - Arts & Sciences	Junior	Pos # 4

Select All Clear All

Notify Selected Students

[Return to Search](#) [Previous in List](#) [Next in List](#)

Shows Position Number

-Manage Student Enrollment Tile- View Student Schedule

Enrollment Summary

Dooley,Claire E. 0022365

Term: Fall 2019 Career: Ugrad Coll Emory University

[Print Study List](#) [Report Manager](#)

Class Nbr	Subject	Catalog	Session	Section	Status	Status/Reason	Acad Prog	Grading Basis	Units
3526	MATH	111	Regular	2	Waiting	Full	LIBAS	Graded	3.00
	Calculus I		Lecture						Taken

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

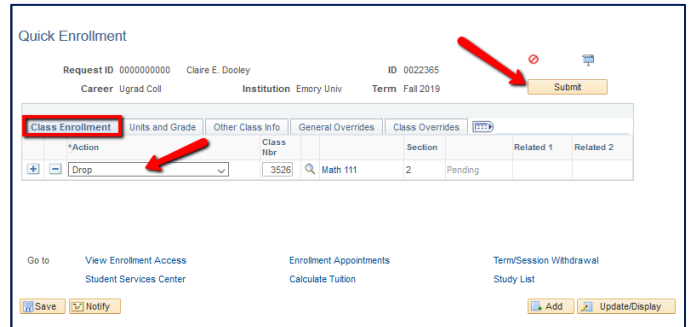
Dropping from a Wait List

Removing a Student from a Wait List

Select the **Drop** Action using **Quick Enroll a Student**, and then either enter the class number or click the magnifying glass to search for the class you wish to drop.

Click on the **Submit** button.

You should receive a **Success** message, meaning that the student was successfully removed from the Wait List



Quick Enrollment

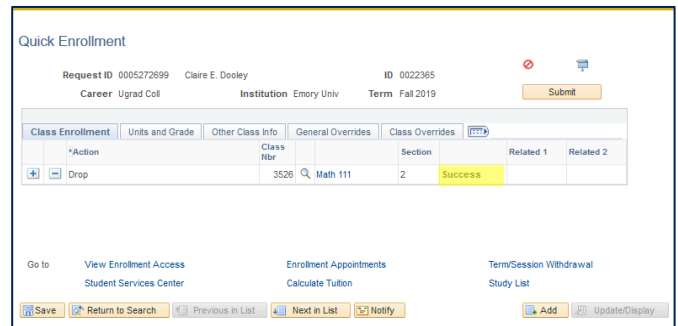
Request ID 000000000 Claire E. Dooley ID 0022365
 Career Ugrad Coll Institution Emory Univ Term Fall 2019

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides **EFFY**

*Action	Class Nbr	Section	Related 1	Related 2
Drop	3526	Math 111 2	Pending	

Go to View Enrollment Access Enrollment Appointments Term/Session Withdrawal
 Student Services Center Calculate Tuition Study List

Save Notify Add Update/Display



Quick Enrollment

Request ID 0005272899 Claire E. Dooley ID 0022365
 Career Ugrad Coll Institution Emory Univ Term Fall 2019

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides **EFFY**

*Action	Class Nbr	Section	Related 1	Related 2
Drop	3526	Math 111 2	Success	

Go to View Enrollment Access Enrollment Appointments Term/Session Withdrawal
 Student Services Center Calculate Tuition Study List

Save Return to Search Previous in List Next in List Notify Add Update/Display

Swapping Onto a Wait List

Swapping Onto a Wait List

Select the **Swap** Action.

Enter or search for the class the student wishes to swap **from**.

Enter or search for the **wait listed** class the student wants to swap **into**.

Select the **Class Overrides** tab and check the **Wait List Okay** box. Click on the **Submit** button.

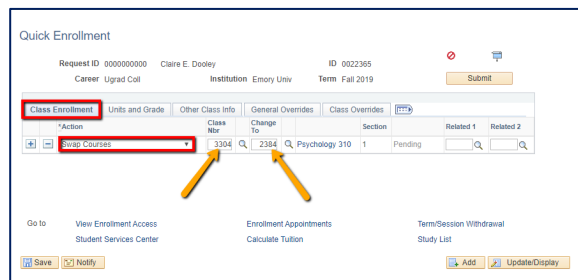
Once the enrollment action is complete, select **Messages**.

(student will remain in existing class until the Wait List Auto-Enroll process is able to place the student into the desired class)

In the example to the right, the student was successfully added to the Wait List and her position number on the Wait List is **11**.

When a space becomes available in the class, the **Auto-Enroll** process will attempt to enroll the student in position number 1 into the class. If that student has a conflict, the **Auto-Enroll** process will attempt to enroll the student in position number 2 into the class. The **Auto-Enroll** process will continue to move down the list until it successfully places a student into the class.

Note: If the student was not successfully added to the Wait List, the enrollment action will receive Errors. The Error message will list the reason for the error.



Quick Enrollment

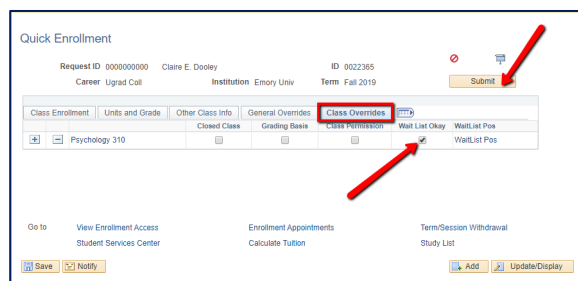
Request ID: 000000000 Claire E. Dooley ID: 0022365
 Career: Ugrad Coll Institution: Emory Univ Term: Fall 2019

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides

*Action: **Swap Courses** Class Nbr: 3304 Change To: 2384 Psychology 310 1 Pending

Go to: View Enrollment Access Student Services Center Enrollment Appointments Calculate Tuition Term/Session Withdrawal Study List

Save Notify Add Update/Display



Quick Enrollment

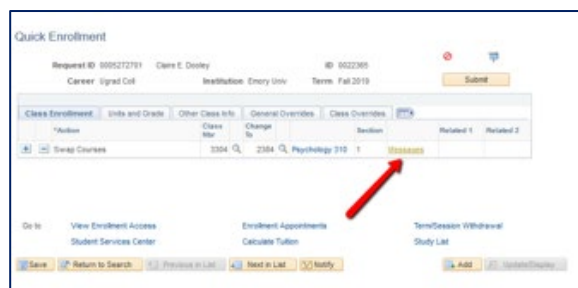
Request ID: 000000000 Claire E. Dooley ID: 0022365
 Career: Ugrad Coll Institution: Emory Univ Term: Fall 2019

Class Enrollment Units and Grade Other Class Info General Overrides **Class Overrides**

Psychology 310 Closed Class Grading Basis **Wait List Okay** Wait List Pos

Go to: View Enrollment Access Student Services Center Enrollment Appointments Calculate Tuition Term/Session Withdrawal Study List

Save Notify Add Update/Display



Quick Enrollment

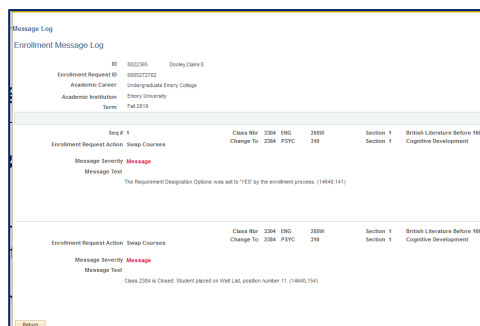
Request ID: 005272781 Claire E. Dooley ID: 0022365
 Career: Ugrad Coll Institution: Emory Univ Term: Fall 2019

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides

Psychology 310 Class Nbr: 3304 Change To: 2384 Psychology 310 1

Go to: View Enrollment Access Student Services Center Enrollment Appointments Calculate Tuition Term/Session Withdrawal Study List

Save Return to Search Previous in List Next in List Notify Add Update/Display



Message Log

Enrollment Message Log

ID: 0022365 Dooley, Claire E.
 Enrollment Request ID: 005272782
 Academic Center: Intergrade/Emory College
 Academic Institution: Emory University
 Term: Fall 2019

log # 1
 Enrollment Request Action: Swap Courses Class Nbr: 3304 ERG: 350W Section: 1 British Literature Before 1600
 Change To: 2384 PSYC: 310 Section: 1 Cognitive Development

Message Severity: **Message**
 Message Text: The Requirement Designation Options were set to "YES" by the enrollment process. (14641,141)

Enrollment Request Action: Swap Courses Class Nbr: 3304 ERG: 350W Section: 1 British Literature Before 1600
 Change To: 2384 PSYC: 310 Section: 1 Cognitive Development

Message Severity: **Message**
 Message Text: Class 2384 is Closed. Student placed on Wait List, position number 11. (10540, 054)

Return

Wait Listing into Classes that have Related Class Sections

Wait Listing into Classes that have Related Class Sections

There may be a class you need to enroll a student into that has a related class section. An example of this is a Chemistry lecture and its associated lab.

Example: A student might select the Biology lecture (Class 1280) and Lab Section 2 (Class 1281). The Biology lecture selected has an **Open** status and the lab selected has a **Wait List** status.

In this example, when you complete the student's enrollment, she will be placed on a **Wait List** for **both** the **lecture** and **lab**, even though there is space in the lecture. In order for a student to be enrolled in the combined lecture and lab, both the lecture and lab **MUST** be open. If either one have a **Wait List** status the student will be **placed** on a Wait List for **both**.

Wait List treats the lecture and lab as a single enrollment and in order to be enrolled successfully in both, they both must have an **Open** Status.

This holds true if the situation were reversed. If the student had chosen a **lecture** that had a status of **Wait List** and selected a **lab** that was **Open**, she would be placed on a Wait List for both the lecture and lab.

Quick Enrollment
Search Results

Emory University | Fall 2019

The following classes match your search criteria Course Subject: **Biology**, Course Number is exactly '205', Show Open Classes Only: **No**

Open
 Closed
 Wait List

[Return to Quick Enrollment](#)

Lecture is Open

3 class section(s) found

▼ BIOL 205 - Comparative Vertebrate Anat W/Lab

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Req Desig	Status
1280	1-LEC Regular	MoWeFr 9:00AM - 9:50AM	1462 Clifton Rd 308	Amanda Starnes	08/28/2019 - 12/10/2019		● Select
1281	2-LAB Regular	Mo 2:30PM - 5:30PM	1462 Clifton Rd 124	Amanda Starnes	08/28/2019 - 12/10/2019		▲
1282	3-LAB Regular	We 2:30PM - 5:30PM	1462 Clifton Rd 124	Amanda Starnes	08/28/2019 - 12/10/2019		●

Lab is Closed but a Wait List is Available

[Return to Quick Enrollment](#)

Message Log

Enrollment Message Log

Added to Wait List and Given a Wait List Position

ID	0022365	Dooley,Clare E.
Enrollment Request ID	0005272795	
Academic Career	Undergraduate Emory College	
Academic Institution	Emory University	
Term	Fall 2019	

Seq # 1	Class Nbr	1280	BIOL	205	Section	1	Compar Vertebrate Anat W/Lab
Enrollment Request Action	Enroll						
Message Severity	Message						
Message Text	Class 1280 is Closed. Student placed on Wait List, position number 14. (14640,154)						

Auto-Enroll From Wait List to Class Enrollment

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.

When seats become available in a class and a Wait List is in place, 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 and if they don't meet the criteria, the wait list process will move down the list to evaluate the student with Wait List position number 2. If that student doesn't meet the criteria, the Wait List process will continue down the list until it finds a student without conflicts. The process will move that student from the wait list and enroll the student into the class.

When **Auto-Enroll** evaluates a student for an available seat in a Wait Listed class and it is found to have enrollment errors, that student will be notified that they were not moved from the Wait List to enrollment in the class. The student with the next Wait List position number will then be evaluated.

Possible Errors Include:

- Time Conflicts
- Enrollment into the class would exceed Term/Session Limits.
- Unmet Course Prerequisites/Co-requisites

Classes with Related Components (lecture/lab combinations)

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. Using our example above in the section **Wait Listing into Classes with Related Class Sections**, if a student is Wait Listed in a Biology 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.**

When **Auto-Enroll** successfully moves a student from a Wait List to Enrollment, the student's class schedule will now show those formerly Wait Listed classes as enrolled classes.

Wait Listing into Classes that have Related Class Sections (additional Information)

In order for a student to be successfully moved off of the Wait List and enrolled into a lecture component and corresponding lab component, both the lecture and the lab must be open. If either of the components is closed the student is placed on a wait list for **BOTH** components.

When the **Auto-Enroll** from wait list process runs, the student will be moved from wait listed to enrollment for lecture and lab only if **BOTH** of the components are open. If either is still closed the student will retain their wait list position in both components.

In other words, lectures and labs work in tandem. The student cannot be enrolled in a lecture but wait listed for a lab (or vice versa). Wait list treats these components as one unit. You are either enrolled in both or wait listed in both.

Auto-Enrollment from the Wait list into Lectures and Labs

The **Auto-Enroll** from Wait List will process lecture components and their corresponding lab components according to the key structure (order) of the CLASS_TBL (Course ID, Course Offering Number, Term, Session Code, Class Section). Because of this, students with a higher wait list position number may actually be moved from wait list to enrollment before students with lower wait list position numbers.

Example:

<p>BIOL 205 (Lectures and Lab)</p> <p>Lecture 1 = Class Section 1 Status: CLOSED</p> <p>Lecture 2 = Class Section 2 Status: CLOSED</p> <p>Lab A = Class Section 3 Status: CLOSED</p>	<p>John is wait listed in Lecture 2 Lab A</p> <p>His wait list positions are:</p> <p>Lecture 2 - Wait List Position #1</p> <p>Lab A - Wait List Position #1</p>	<p>Mary is wait listed in Lecture 1 Lab A</p> <p>Her wait list positions are:</p> <p>Lecture 1 - Wait List Position #1</p> <p>Lab A - Wait List Position #2</p>
--	---	---

A decision is made to increase class capacity by one student for both lectures and the lab. Now both lectures and the lab each have one open enrollment slot.

When the **Auto-Enroll** from wait list process runs, Mary will get those open enrollment slots and be moved from the wait list to enrollment in her lecture and lab, but John will not.

Although they are wait listed in different lecture sections, they are wait listed in the same lab and John is in position #1 for the lab, **so why didn't he get the space?**

Here is why:

Because the **Auto-Enroll** processing order is based upon the CLASS_TBL key, the classes will be processed in the following order:

1. **Lecture 1 (section 1)**
2. **Lecture 2 (section 2)**
3. **Lab A (section LA1)**

Since Mary is wait listed in **Lecture 1**, she will be evaluated before John. **Auto-Enroll** will check to see if there is an open slot in **Lecture 1 (section 1)** and also an open slot in **Lab A**. Since there is now an open slot in both of these components, Mary will be moved from the Wait list to Enrollment for both **Lecture 1** and **Lab A**, even though her wait list position in **Lab A** was #2.

Once **Auto-Enroll** is finished processing **Lecture 1** it will move to the next section, **Lecture 2 (section 2)**. Now it is John's turn to be evaluated since he is wait listed in **Lecture 2**. There is an open slot now in **Lecture 2**, but unfortunately the open slot in **Lab A** was taken by Mary and therefore John will not be moved from the wait list to enrollment in the Lecture and Lab, even though he was in wait list **position 1** for the **Lab**.

Remember, the wait list treats both the lecture and lab like a single unit. A student can **only** be moved from wait list to enrollment if both the lecture and lab have an open enrollment slot. Consequently, John will remain wait listed for both the lecture and lab and will not be re-evaluated again until additional slots open up in both.

Additional Wait Listing Notes

- If a class has been set up for Wait Listing and the class has reached its enrollment capacity and closes, it will become available for Wait Listing.
- Students may add themselves to a Wait List during preregistration enrollment; however, enrollments from the wait list **do not occur until open enrollment begins**.
- A closed class with an active Wait List will not change from **CLOSED** to **OPEN** status during preregistration even if the enrollment capacity is changed. The class remains **CLOSED**. When open enrollment begins and the **Auto-Enroll** function runs, Wait Listed students will be given priority for enrollment.
- When a student is moved from a Wait List to enrollment in a class, all other students on the Wait List for that class will move up in the queue.
- When **Auto-Enroll** is processing a Wait List and a student does not meet criteria for the class, the student with the next Wait List position number will be evaluated.
- Students cannot get on a Wait List until their enrollment appointment date arrives or open enrollment has begun.
- When a Wait Listed class has reached the Wait List capacity, the Wait List feature becomes unavailable and the blue closed class icon will display for the class status.
- Students can Wait List for multiple sections of the same course. If they become enrolled in any section of that course, then they will be removed from any Wait Lists they may be on for other sections of that course. This is the case regardless of the method of enrollment, whether **Auto-Enroll**, Self-Service Enrollment, Enrollment Request, Quick Enroll, Block Enrollment, etc.

- Time conflicts for a class are NOT checked when a student is added to a Wait List. The time conflict will be checked when **Auto-Enroll** attempts to move the student from Wait List to Enrollment.

- When swapping a student from one class to another, a student can only swap from a class in which they are enrolled. They cannot swap from a Wait Listed class. A swap can only be made into a Class with a Wait List.

- If a seat becomes available for a Wait Listed class and **Auto-Enroll** is unable to move any students from the Wait List into the class to fill that space, the class status will automatically be changed to **OPEN** until the **Auto-Enroll** process runs again.

- If a student is enrolled in a lecture and lab and wishes to Wait List into a different lab but keep the same lecture, that student will be dropped from their lecture and placed at the front of that same lecture's Wait List ahead of all other students while they wait for a seat to open in the lab. That student will be given position number one on the Wait List for the same lecture. Students already on the Wait List for the lecture will see their Wait Lists position numbers increase because of the previously enrolled student being placed at the front of the Wait List queue. This scenario also applies if a student wishes to Wait List into a different lecture but keep the same lab.
 - Internally, PeopleSoft assigns a position number of zero to that student, but the student would never see that zero. They would see a Wait List position number of one.

 - If another student enrolled in that same lecture also Wait Lists into a different lab but chooses to keep the same lecture, then they will also be assigned an internal Wait List position number of zero, resulting in now two students having an internal Wait List position number of zero. Each student would see a Wait List position of two. If there is one student with an internal position number of zero then they will see a Wait List position number of one. If there are two students with an internal position number of zero then they will both have a Wait List position number of two. If there are three

students, then all three of them will have a Wait List position number of three, and so on. This appears to be a quirk with PeopleSoft.

- Fortunately, even though there may be one or more students on a Wait List with an internal position number of zero, **Auto-Enroll** will process these students correctly along with all other students on the class Wait List.

Being placed on a Wait List does not guarantee enrollment into the class. There may be circumstances that result in a student's Wait List position number changing from time to time. It is important to remember that position numbers are also not a guarantee of enrollment into the class.