The University of New Orleans has added the Wait List feature to our enrollment process. When a Class Search is performed to include closed classes, users may notice a yellow triangle next to classes that have available wait list seats:

Wait lists allow students to place themselves in line for an already full course. When seats become available the class remains closed until a process runs that automatically enrolls students from the wait list. Enrolling onto a wait list works the same as enrolling for an open class. The only difference will be that a student needs to check “Wait List if Class is Closed” at Step 1 in the enrollment process.

When a student is enrolled in a wait listed course they will receive a message detailing their position on the wait list:
Using the Wait List in WebSTAR

Wait List Availability

The wait list option is only available once all seats in a class have been filled and the section closes. Once the wait list capacity has been reached, the wait list feature is unavailable and the blue closed class icon will display next to the section in Class Search.

Issues being Enrolled from the Waitlist

If a student does not meet the criteria to enroll in the class the process will select the next student on the wait list according to their position number. PLEASE NOTE: WebSTAR will send a notification that enrollment wasn’t successful however, it cannot be specific as to why.

Here are some reasons a student will be prevented from being enrolled when a seat opens up:

<table>
<thead>
<tr>
<th>Error</th>
<th>What Might Have Happened</th>
<th>What to Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite Error</td>
<td>If a student is enrolled in the prerequisite when they get on the wait list but withdraws before the process attempt to push them into the wait listed course the registration cannot occur because the student no longer meets the requirements</td>
<td>Drop from the wait list</td>
</tr>
<tr>
<td>Repeat Error</td>
<td>A student goes onto the wait list because they are worried they won't pass a course they are currently taking, but they pass and the course is not repeatable for credit</td>
<td>Drop from the wait list</td>
</tr>
<tr>
<td>Time conflict</td>
<td>A student enrolls in a back up course that overlaps with their waitlisted course for a period of time. The wait list will not allow you to have classes that share times.</td>
<td>Either drop the course that is conflicting or drop from the wait list (see &quot;Swapping&quot; later in this guide for how a student should enroll in a back up course)</td>
</tr>
<tr>
<td>Maximum Credits</td>
<td>A student is enrolled in 17 credits and is on the wait list for a 3 credit course. The most credits a student can take is 19 so the wait list will not enroll a student in a course that puts them over this threshold</td>
<td>Drop one of the currently enrolled courses or drop from the wait list</td>
</tr>
<tr>
<td>Hold</td>
<td>If a student receives a hold after they go onto the wait list the system will not enroll them if a seat opens in the course</td>
<td>Resolve the hold, the wait list position will be held in the meantime</td>
</tr>
</tbody>
</table>

Students that were on the wait list and were not enrolled will maintain their position number. Students will have an opportunity to be auto-enrolled the next time a seat is made available, if they resolve the issue that prevented them from being auto-enrolled previously.

If there are no students on the wait list, the class will open as usual when seats are made available.

Wait Listing in Multiple Sections of the Same Course:

While a student can wait list in more than one section of the same course, no preference can be chosen. The student would be enrolled in the section with the first available seat.
Using the Wait List in WebSTAR

Finding courses with available wait lists:

In Class Search, the Show Open Classes Only checkbox must be unchecked in order to see full classes that have wait lists available. As a wait list only appears for a closed course searching by open classes only will not allow you to select any wait listed courses.

Once in the Class Search Results page, classes that are full but have a Wait List available are shown with the yellow triangle icon. Closed classes with no wait list or closed classes with a full wait list will appear with a blue box icon indicating closed.

Using the Swap Function with Wait Listing

If a student is planning to enroll in an open course as a back up to their waitlisted course they should do so by enrolling in the open course first, then performing a “Swap” action for the wait listed course. This will allow them to remain in the available course and only drop them if they are successfully enrolled off the wait list.
Using the Wait List in WebSTAR

In Swap This Class use the drop down menu to select the course you want to drop if enrolled into the course you plan to wait list for. In With the Class either search for or enter the registration number (remember, if you search make sure Show Open Classes Only is unchecked). Select finish swapping. When you see your results click on My Class Schedule.

The class schedule (if filtered to show all) with show both courses, the one a student is enrolled in and the they are wait listed for. If a student is then successfully enrolled off the waitlist, the original course will show as dropped and the waitlisted course as enrolled.