

# Using the Wait List in WebSTAR

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:

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Open Closed **Wait List**

Return to Add Classes New Search Modify Search

2 class section(s) found

ACCT 2100 - Principles of Accounting

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
10010	P002-LEC Regular	MoWeFr 11:00AM - 11:50AM	Kirschman Hall 129	Rodriguez,Ray	08/14/2023 - 12/07/2023		Select
10011	W601-LEC Regular	We 6:00PM - 8:45PM	Internet	Smith,Erica	08/14/2023 - 12/07/2023		Select

Return to Add Classes New Search Modify Search

Go to top

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.

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### 1. Select classes to add - Enrollment Preferences

2023 Fall | Undergraduate | University of New Orleans  
ACCT 2100 - Principles of Accounting

**Class Preferences**

ACCT 2100-P002 Lecture Wait List

**Session** Regular Academic Session  
**Career** Undergraduate

**Enrollment Information**

- Sophomore Standing Required
- Sophomore Standing Required

Grading Grade Units 3.00

Wait List  Wait list if class is full

Cancel Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
P002 Lecture		MoWeFr 11:00AM - 11:50AM	Kirschman Hall 129	Rodriguez,Ray	08/14/2023 - 12/07/2023

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

Gator,Ali Test Student Go To

Search Plan **Enroll** My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

Add Classes

### 3. View results

View the following status report for enrollment confirmations and errors

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Success: enrolled Error: unable to add class

Class	Message	Status
ACCT 2100	<b>Message:</b> Class 10010 is full. You have been placed on the wait list in position number 1.	

My Class Schedule Add Another Class

# 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:

Error	What Might Have Happened	What to Do
Prerequisite Error	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	Drop from the wait list
Repeat Error	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	Drop from the wait list
Time conflict	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.	Either drop the course that is conflicting or drop from the wait list (see "Swapping" later in this guide for how a student should enroll in a back up course)
Maximum Credits	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	Drop one of the currently enrolled courses or drop from the wait list
Hold	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	Resolve the hold, the wait list position will be held in the meantime

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.

The screenshot shows the 'Enter Search Criteria' section of the WebSTAR interface. Under the 'Class Search' heading, there are several dropdown menus: 'Subject' set to 'Accounting', 'Course Number' set to 'is exactly' with '2100' in an adjacent input field, and 'Course Career' set to 'Undergraduate'. Below these is a checkbox labeled 'Show Open Classes Only' which is circled in red. There are also 'Clear' and 'Search' buttons at the bottom of the search criteria section.

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.

The legend shows three icons: a green circle labeled 'Open', a blue square labeled 'Closed', and a yellow triangle labeled 'Wait List'.

## 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.

The screenshot shows the 'Swap a Class' function. At the top, there are navigation tabs: 'Search', 'Plan', 'Enroll', and 'My Account'. The 'Swap' tab is selected and circled in red. Below the navigation is the 'Swap a Class' heading. The first step is '1. Select a class to swap'. A sub-instruction says 'Select the class you wish to swap then select the class you wish to replace it with.' Below this, there is a '2023 Fall | Undergraduate | University of New Orleans' header with a 'Change Term' button. The main form has two sections: 'Swap This Class' with a dropdown menu showing 'ACCT 2100: Principles of Accounting', and 'With This Class' which includes a 'Search for Class' dropdown set to 'Class Search' with a 'Search' button, and an 'Enter Class Nbr' input field with an 'Enter' button. At the bottom, there is a 'My 2023 Fall Class Schedule' link and a 'Go to top' button.

# 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)

Swap a Class



## 2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

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▼ You are replacing this class

✔ Enrolled    ✖ Dropped    ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ACCT 2100-W601 (10011)	Principles of Accounting (Lecture)	We 6:00PM - 8:45PM	Internet	E. Smith	3.00	✔

▼ With this class

● Open    □ Closed    ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ACCT 2100-P002 (10010)	Principles of Accounting (Lecture)	MoWeFr 11:00AM - 11:50AM	Kirschman Hall 129	R. Rodriguez	3.00	▲

Cancel    Finish Swapping

Select finish swapping. When you see your results click on My Class Schedule

Swap a Class



## 3. View results

View the results of your swap request. Select Fix Errors to try and correct the problems listed or change your swap choices.

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✔ Success: Classes were swapped    ✖ Error: Unable to swap class

Class	Message	Status
Swap ACCT 2100 with ACCT 2100	Message: Class 10010 is full. You have been placed on the wait list in position number 1.	✔

My Class Schedule

Go to top

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.