



HOOS HOW TO:

Enrollment – Instructor Permission and Waitlist

Enrollment: Students enroll in classes through SIS. Students can use any of the following items from the Enrollment menu on the left side of the screen during their scheduled enrollment appointment time and Open Enrollment:

1. **Shopping Cart:** Allows students to identify and save courses they would like to enroll in when their appointment time becomes available and throughout the add/drop period.

The screenshot shows the 'Shopping Cart' interface in the SIS system. The left sidebar contains navigation options: Dashboard, Find Classes, Build My Schedule, My Schedule, Academics, Financials, My Information, Public Links, Manage Guest, eForms, and TB Tweety Bird. The main area displays a table of classes in the shopping cart. A modal window titled 'Enrollment results' is open, showing the following text:

Enrollment results
Enrollment results of 1 class(es) for the term 2019 Fall.

CLASS	RESULTS
Class # 10787	Added to your schedule.

This class has been added to your schedule. Class 10787 is full. You have been placed on the wait list in position number 2.

OK

Instructor Permission:

- If the course requires instructor permission, it will remain in the student's shopping cart after they have requested permission to enroll.
- Once the instructor has granted permission, the student will complete the enrollment process through their shopping cart.
- If the instructor permission has expired, student will need to delete course from their shopping cart, and then re-enroll into the course and re-request permission.
- If the instructor denies permission, the course will remain in their shopping cart until it is deleted.



2. View Wait List: Allows students to view courses in which they are waitlisted, including their position on the waitlist.

- Students can view their waitlist position for both the lecture and the discussion/lab section.

SECTION	DESCRIPTION	DAYS	START	END	ROOM	INSTRUCTOR	LIST POSITION
> SPAN 1010 001 (10650)	Elementary Spanish	MoWeFr	11:00 am	11:50 am	Nau Hall 241	Kate Neff	5
> BIOL 2100 001 (10787)	IntroBio w/Lab:Cell & Genetics	MoWeFr Fr Fr	11:00 am 3:00 pm	11:50 am 5:00 pm	Chemistry Bldg 402	David Kittlesen Staff Staff	2
> BIOL 2100 103 (12343)	IntroBio w/Lab:Cell & Genetics	Mo	2:00 pm	4:30 pm	Gilmer Hall 158	David Kittlesen	2

3. Edit Enrollment: Allows students to make changes to a currently enrolled course or waitlisted course.

- When using the Edit feature, SIS will only show the courses that may be edited.
- Students may not edit courses after the Add/Drop period has ended.
 - To view each school's add/drop dates please refer student to the UREG website, www.virginia.edu/registrar
 - If student still has a question regarding the Add/Drop date please refer student to contact their School of Enrollment.

Edit Currently Enrolled Course, or Lecture and Lab/Discussion combination:

- Students may use the Edit feature to change the grading basis, if a course has grading as an edit option.
- Students may use the Edit feature to change the number of units/credits in which they are enrolled if the course is a variable credit course.
- Students may remain enrolled in the current lecture and change the enrolled discussion/lab section.

Edit Waitlisted Lecture/Lab or Discussion:

- Students may use Edit to select a currently enrolled course to drop if enrolled from the waitlist, if they did not choose an enrolled course to be dropped when they made the original enrollment request.
- Students may use Edit to change the currently enrolled course to drop if added from the waitlist to a different currently enrolled course to drop if added from the waitlist.
- Students may select currently enrolled course to drop if enrolled from the waitlist for multiple waitlisted courses
 - If the student is successfully enrolled from the waitlist, and a currently enrolled course was chosen to drop for multiple waitlisted courses, the course that was dropped will be removed from the remaining waitlisted courses.

4. Drop: Allows students to drop a currently enrolled course, or waitlisted course.

- Students will not be allowed to drop below their approved minimum number of credit hours.



5. **Swap:** Allows students to avoid going below the required minimum credit hours or exceeding the maximum credit hours allowed and to avoid time conflicts when enrolling in courses.
- **Use Swap:** When the new desired course is, **OPEN** and **DOES NOT** have a waitlist.
 - **Do Not Use Swap:** When the new desired course is **waitlisted**.
 - In this case, students should add themselves to the waitlisted course and select the currently enrolled course to drop if enrolled from the waitlist.

CAUTION: If the student uses Swap and the new desired course is waitlisted, SIS will drop the student from the currently enrolled course and add the student to the waitlist because addition to the waitlist is considered a successful enrollment.