

# Wait List FAQs

## What is a Wait List?

- Wait List is an automatic registration feature that goes into effect when a class is closed and has reached its enrollment limit.
- Wait lists are turned on when all the seats in a class have been filled. If a student in the class drops and a seat opens up, that seat is filled by the next student on the list. This is done using an automated process.

## When is a Wait List active?

- Wait lists are active from the first date of enrollment through the last date to add the class.

## How do students join a Wait List?

- When registering for a closed class, students will get the chance to join a wait list if the Wait List is available and Wait List capacity for the class has not been reached.
- The class will appear closed or wait listed in the schedule of classes. The student should attempt to add the closed or wait listed class; the student will be notified that the class is closed and if there is a Wait List available they will be given the option to add themselves to the Wait List.

## How many units can a student Wait List for?

- For the fall and spring, students may Wait List for up to 18 credits. For the summer term, students may Wait List for 12 credits.

## How will users know if a Wait List is available?

- When a Class Search is performed **to include closed classes**, users will notice a yellow triangle beside any classes that have available Wait List seats.

## What will prevent students from getting on a Wait List?

- Prerequisites for the class are not met.
- Instructor or Department Consent is required.
- A hold exists on the student's record.
- Last day to Wait List for classes has passed.
- Maximum number of wait listed units has been reached.
- Already enrolled in that class section.
- Already on the wait list for that class section.
- Wait list capacity has been met.

## **What will prevent students from being enrolled in a class while on the wait list?**

Students will not be enrolled from the Wait List if any of the following occur:

- Adding the wait listed class will exceed the maximum number of units for which students can be enrolled or wait listed.
- The wait listed class presents a time scheduling conflict with another class in which they are already enrolled (time conflict is not checked when the student adds their name to the Wait List).
- The number of enrollment attempts for the class (repeat rule) is exceeded.
- The last date to enroll has passed.
- Student is still enrolled in another section of that class.

If students are not enrolled from the Wait List due to any of these issues, they will be passed over and the next eligible student on the Wait List will be auto-enrolled. The passed over student will remain on the Wait List.

## **Can students Wait List for more than one section of the same class?**

- Students may Wait List for more than one section of the same class.
- Students cannot choose their preference for which class section they will be enrolled first. The Wait List process will enroll the student in the class section that has the first available seat. They will then be removed from the Wait List for any other sections of the same class.

## **Can a student's Wait List position number be viewed?**

- When students are added to the Wait List they are assigned a position number.
- Students are given their Wait List position number when they are placed on the Wait List via self-service. Students are enrolled in open seats based on their position number.
- The student's Wait List position number can also be found on the student's class schedule.

## **Can students remove themselves from the Wait List?**

- Students can remove themselves from a Wait List by dropping themselves via self-service enrollment.