

FAQ

Q. How does the waitlist process work?

- Students can choose to enroll themselves onto a waitlist for a course.
- When seats become available in a closed class section, the class remains closed until a process runs that automatically enrolls students from the waitlist.
- The class remains closed until the waitlist empties or the enrollment capacity has been met, whichever comes first.
- If a student on the list has a conflict which prevents enrollment into the class, the process will select the next student on the waitlist according to their position number.
- Students that were on the waitlist and were not enrolled will maintain their position number and remain on the waitlist.
- Students will have an opportunity to be auto-enrolled the next time a seat is made available, if they have resolved the issue that prevented them from being auto-enrolled previously.
- If the waitlist process runs and no students are enrolled, then the class will open and other students will be given the opportunity to enroll (even if there are still students on the waitlist that had conflicts which prevented them from being auto-enrolled).
- If there are no students on the waitlist, the class will open as usual when seats are made available.

Q. How often does the waitlist process run?

- The process will run every 3 hours between the hours of 6 am-9 pm starting after priority scheduling through the end of the add/drop period.

Q. Do all courses have a waitlist?

- No, not all courses need to have waitlists.
- If a waitlist is available, a yellow triangle will appear next to the section in the class schedule in student self-service.

Q. Can I waitlist a lab/lecture combination?

- If a student is already enrolled in a lab/lecture, the student cannot be waitlisted into another section of a lab that is associated with that same lecture.
- The system will allow a student to be placed on the waitlist but they will never be enrolled in the course from the automatic process
- Students can waitlist into another lab section associated with a different lecture.

Q. What is the advantage to enrolling to a waitlist?

- The waitlist enables students to be automatically enrolled in closed classes as seats become available.

- Q. Is there a limit to the number of classes that can be waitlisted?
- Yes. Students are limited to 8 credits that can be waitlisted.
- Q. Are the waitlisted units counted into the student's total units for the term?
- No, waitlisted courses are not counted toward full time status or calculated in bills.
- Q. Can a student waitlist in more than one section of the same class?
- Yes, students can waitlist for multiple sections of the same class.
 - If students are enrolled in one section of a class, students will not be enrolled from the waitlist until the student drops the section they are currently in.
 - If a student wishes to be waitlisted into a different section of an already scheduled course, the student must utilize the SWAP feature when placing themselves on the waitlist.
- Q. When should the SWAP enrollment feature be used for waitlisting?
- If students are already enrolled in another section of the class for which they want to waitlist, SWAP should be used. If students use the ADD enrollment feature to get on the waitlist for a different section of the same class, they must DROP the section in which they are enrolled before they will be moved from the waitlist.
 - Students should also use the SWAP feature if there is a known time conflict between an already enrolled class section, and the section for which they want to waitlist. If students get on a waitlist using the ADD enrollment feature, they will not be auto-enrolled into the waitlisted class until they DROP the class that presents the time conflict.
 - Students should use the SWAP feature if they are already enrolled in the maximum number of credits for a term and want to still get on a waitlist. If a student gets on a waitlist using the ADD enrollment feature, they will not be auto-enrolled into the waitlisted class until they DROP a class that would allow the waitlisted class to fall within the maximum number of allowable credits to be enrolled in for that term.
- Q. Will having a hold on the student account impact the ability to use the waitlist function?
- Yes. Any type of hold that impacts registration will prohibit a student's ability to use the waitlist function.
- Q. How does a student get into a waitlisted class?
- There is an auto-enrollment process that is automatically run 6 times a day during registration periods.
 - The process will run every 3 hours between 6:00 am and 9:00 pm. Once the waitlist has processed all students on the waitlist, the class will move to open status if there are any remaining open seats.

- Q. Can students remove themselves from the waitlist?
- Yes. Students may remove themselves from the waitlist by following the same process as for dropping a course.
- Q. What will prevent a student from being scheduled into the class from the waitlist?
- Students will not be enrolled from the waitlist if already enrolled in another section of the same class (unless the SWAP function was utilized during the waitlist process)
 - Students will not be enrolled in a class if it conflicts in meeting times with another class in which the student is enrolled (unless the SWAP function was utilized during the waitlist process)
 - Students will not be enrolled in more units than permitted in that term
 - Students will not be enrolled if they have any registration holds. Ex: Advisor Holds, Bursar Office Holds
 - *If students are not enrolled from the waitlist due to any of these issues, they will be passed over and the next eligible student on the waitlist will be auto-enrolled.*
- Q. How will a student know if they have been added to a class from the waitlist?
- The student will receive a notification once they have been added to the class.
- Q. When can a student place themselves on a waitlist?
- The waitlist function will be available at the beginning of the senior scheduling period.
 - It will not be an option during priority scheduling.
 - It does not become an option until the class is full.
 - Students may place themselves on the waitlist for courses until the end of the add/drop period.
- Q. What would prevent a student from being placed on a waitlist for a course?
- If a student has a hold that prevents them from scheduling or if a student does not meet the prerequisites for the course
- Q. Where can I see my position number on the waitlist?
- In the Student Center under My Class Schedule. Choose List View, Check the box for show waitlisted classes. You will see a status of waiting along with the position number.
- Q. What is there is a conflict that I didn't realize?
- An email notification will be sent if a student has a conflict with a currently scheduled class that prevents a student from being enrolled in a wait listed class. The student must choose to resolve the conflict or remove themselves from the wait list.