Adding Yourself to a Waitlist

When a course is full and a waitlist is established, you will receive a Registration Add Error, noting that the status is Closed. Follow the 2-step process below to add yourself to a waitlist.

Step 1. Click on the Action drop-down menu and select Waitlist by Web.

Step 2. Click Submit Changes. (Failing to click changes will not place you on the waitlist)

Please note that there are a limited number of waitlisted seats available and once registration closes, the Registrar's Office will work with Academic Departments to determine if additional seats or sections can be added. These decisions are based on faculty and space availability, as well as course need.

Being on a waitlist does not guarantee a seat in the class, since it is not always possible for additional seats to be added.

Students will be taken off the waitlist using one of three priority systems below:

- **Major/Minor Order:** (typically used for required major or minor courses). e.g., Senior Majors first, Senior Minors second, Junior Majors third...etc.
- **Class Year Order:** (typically used for General Education courses). e.g., Seniors 1st, Juniors 2nd, Sophomores 3rd... etc.
- **First-Come – First-Served:** (typically used for open elective courses).

Students will be notified via email by the Registrar's Office when a seat becomes available. Students must reply within the allotted time- period noted in the email or the seat will be offered to the next student.

Students with holds or who want the course as an overload may not always be given priority on waitlists.