

## 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)

The screenshot shows a web interface for managing registration errors. At the top, there's a table with the following columns: Status, Action, CRN, Subj, Crse, Sec, Level, Cred, Grade, Mode, and Title. The first row shows a status of 'Closed - 4 Waitlisted' for a course with CRN 20413, subject AMS, course 200, section A, level Undergraduate, credit 3.000, grade Standard Letter, and mode Intro to American Studies. The 'Action' dropdown menu is open, showing 'None' and 'Waitlist by Web'. A red arrow points to the 'Waitlist by Web' option. Below the table, there's a section for 'Add Classes Worksheet' with a row of empty input boxes for 'CRNs'. At the bottom, there are three buttons: 'Submit Changes', 'Class Search', and 'Reset'. A red arrow points to the 'Submit Changes' button. A red text box with the instruction 'Click on the drop down arrow and select Waitlist by Web and click Submit Changes' is positioned above the 'Submit Changes' button.

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.