

# FAQ

Q. Do all courses have a waitlist?

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

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

A. 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?

A. Yes. Students are limited to 7 credits that can be waitlisted.

Q. Are the waitlisted units counted into the student's total units for the term?

A. No, waitlisted courses are not counted toward full time status.

Q. Can a student waitlist in more than one section of the same class?

A. Yes, students can waitlist for multiple sections of the same class. However, 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. Will having a hold on the student account impact the ability to use the waitlist function?

A. 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?

A. There is an auto-enrollment process that is automatically run 5 times a day during registration periods. The process will run every 3 hours between 6:00 am and 6:00 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. What will prevent a student from being scheduled into the class from the waitlist?

A. 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

Q. Can students remove themselves from the waitlist?

A. Yes. Students may remove themselves from the waitlist by following the same process as dropping a course.

Q. How will a student know if they have been added to a class from the waitlist?

A. The student will receive a notification once they have been added to the class.

Q. When can a student place themselves on a waitlist?

A. 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?

A. 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?

A. 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.