

# WAIT LISTING

Many courses are now available for wait listing. This means that if a section of a course that has a wait list available is closed, you now have the option to select to be put on the sections wait list. If spaces open up in the section, students from the wait list will be moved into the course.


## Important Wait List Details – Please Read

1. Wait listing will check for pre-requisites and co-requisites just like a regular registration. If you do not meet the pre-requisite or co-requisite you will not be allowed to be on the wait list.
2. You may not be on the wait list for more than one section of a course.
3. If you are enrolled in one section of a course, but want to be on the wait list for another section of that course, it will drop you from the section you are currently enrolled in. It is **very important** to think about this seriously before you take this action.
4. The wait listed hours will count toward your maximum load for a term (21 hours for undergraduate students and 15 hours for graduate students).
5. You will not be able to enroll in another course section if it meets at the same time/days as a course section you are on the wait list for.

## Process

### 1. Selecting to be put on a wait list

- If the section is closed, but the course is available for wait listing, you will see the following and should click on the **+WL** key if you want to be added to the wait list.

CSR ### - Title of Course [CR 3]							Department Info / Notes	
<i>i</i> Prerequisites: scope of prerequisites are listed here for reference.								
INFO	#####	TBA	Online	Web	Instructor Name	Total: 25 Available: 0	<b>+WL</b>  <b>+MY</b>	
TEXTBOOK								

- If the section is closed and the course is not available for wait listing, the REG key will be faded out and you won't be able to register or be put on the wait list for this course.

	Available: 0	<b>+MY</b>
Instructor Name	Total: 33 Available: 4	REG <b>+MY</b>

- If you choose to be put on the wait list for a section, the following box will come up. If you still wish to be put on the wait list, enter your best contact phone number and click on the YES button. If you do not want to be put on the wait list, click on the CANCEL button.

Student Mobile Number

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Do you want to update your mobile phone (i.e., cell phone) number for wait listed courses?

Cell Phone Number

989-123-4567

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Cancel
Yes

- The course will appear on your “My Course Week” as follows:

My Course Week

Other	CSR ###					
Time	Sun	Mon	Tue	Wed	Thu	Fri
8am						
9am						
10am		CSR ###		CSR ###		CSR ###
11am						

- 2. Removing yourself from a wait list** - If you wish to remove yourself from a wait list, click on the course and when the pop up comes up, select REMOVE.

  - Or you may use the “My Courses” section and click on the Wait List Tab. On this tab, check the box(es) next to the wait list section(s) you want to be removed from and then click on the REMOVE button.
- 3. Notification that you have been moved from a wait list to enrolled**

  - When you have been moved from the wait list into the course you will be sent an e-mail. If you no longer want this course you must drop it by the drop deadline date. Please check the *Class Schedule* for these dates.
- 4. Situations where you will not be moved from a wait list to fully enrolled**

  - If you are on a wait list, but now you have a hold you will not be moved to fully enrolled even if a spot opens up.
  - If you are on the wait list for a course that has a pre-requisite/co-requisite and a spot opens up, the prerequisite or co-requisite will be checked again and if you no longer meet it, then you will not be moved. For example, this could occur if you are enrolled in a pre-requisite course at the time you enroll for the future term, but later you have withdrawn or failed the course.