

## WAIT LIST ENDING DATES

The Wait List will end on **May 12<sup>th</sup>** for Mini 1/Summer 1/Math 1/Combined Sessions.

The Wait List will end on **June 23<sup>rd</sup>** for Mini 2/Summer 2/Math 2 Sessions.

## WAIT LISTING FAQs

### What is Wait Listing?

A wait list is an electronic list of students who want to enroll in a course that has reached the maximum capacity (closed).

### How do I view a wait list course on the web?

A wait list course is viewable on the web on the Class Schedule listing under the "Detailed Class Information." Students can view their placement on the wait list by viewing their "Detailed Class Schedule."

### Can anyone be eligible for a wait list course?

Yes. All eligible matriculated and non-matriculated students in Good Academic Standing can be wait listed for a course. A hold or a registration error will prohibit a student from placing themselves on the wait list

### How does a student register for a wait listed course?

Students are eligible to be wait listed only after the course has reached the maximum capacity. If the class is full, the student would receive a registration add error message stating "Closed-Wait listing X". (The X would let the student know how many students are ahead of them on the wait list.) The student would then select "Waitlist" from the drop down function. A student can choose not to be wait listed by selecting "None" from the drop down menu.

### Will a message be displayed if the wait list is full?

A message of "Closed-Waitlist full" would be displayed if the waitlist for the class is full.

### Can a student view their place on the wait list?

Yes. Students can view their placement by viewing their Detailed Class Schedules.

### What happens if a seat should open in a wait listed class?

The system **does not** automatically move students from a "Wait List" status to "Enrolled" status. Students are notified via e-mail of the availability of a seat. The e-mail will provide the student with a "time frame" in which a student is required to be registered. Failure to register during that window will result in the student not being able to register for the course. The next student will be automatically notified once the time limit has expired.

**Does the wait list guarantee enrollment in the course?**

No. The wait list only allows a student to register for a course if a seat becomes available before the wait list closes.

**Can a student remove himself/herself from a wait list?**

Yes. The student can drop himself/herself from a wait list at any time. The student would choose the drop function on his/her current schedule.

**What happens if a student accidentally drops a course that has a wait list?**

The student can register for the course again. However, the student will be placed on the **bottom of the wait list**.

**What happens if a wait listed class is cancelled or has a time change?**

All students both registered and wait listed students would received notification of the change in the courses status or time from the Registrar's Office.

**What happens if a student is deregistered from a course that has an active wait list?**

Failure to pay by the published deadline may result in deregistration. Students will not be reinstated in the course. **They will need to place themselves on the wait list.**

**When will the wait list be discontinued?**

The wait list will be discontinued one week before the start of each session to provide students with additional time to make course adjustments to their schedules. (Please see the Wait List Ending Dates posted above.)