

All Undergraduate Students: Online Wait List Process

You may only be added to the waitlist if the class you want is closed.

On porches under Search and Register for Classes next to each class section are the following designations:

CAP - maximum number of students allowed in the class
ACT - number of students currently registered in the class
REM - number of seats remaining in the class
WL Cap - number of students that will be allowed on the wait list
WL Act - number of students on the wait list
WL Rem - number of wait list spots remaining

If you want to be added to the wait list for a class that is closed, do the following:

1. **Make a note of the CRN (course registration number) of the section you want**
2. **From the main registration menu select "Add or Drop classes"**
3. **Enter the CRN number of the section you want**
4. **Click "Submit Changes"**
5. **From the drop down box in the Action column, select " Wait List" and click Submit Changes**

Being on the wait list **does not** mean you will get a seat in the class. It only means that if someone drops the class you may have an opportunity to get that open seat. You should always try to find alternative sections or classes to ensure that you have a full schedule. If other sections of a class you are waiting for are open and fit with your schedule, then you will not be added into a closed class, even if you are on the wait list. The wait list will be prioritized, so just because you take the 1st wait list spot does not mean that you will get the 1st seat that opens. Wait lists are prioritized based upon graduating students, senior standing students, juniors, etc. that need more hours, etc.

If a seat opens in a class and you are on the wait list, you will receive an email with instructions. You will have only 24 hours to register for this seat (THIS INCLUDES WEEKENDS). If you do not take action within 24 hours, the seat will be offered to the next student on the wait list. If you are registered for 18 hours, you will need to drop a course before you will be permitted to add the new class.
