

WAITLISTS

When a course section appears online “closed” or “waitlisted”, students may add themselves to the waitlist for that section. While not all courses allow waitlisting, most Departments use waitlists. Frequently waitlists assign a higher position based on class (seniors, then juniors, etc.) and academic program (majors, then minors, then non-majors, etc.). The Registrar’s Office runs a daily waitlist process which automatically adds the first student on the waitlist to an available seat. Students who have added themselves to a waitlist can monitor their current position on the waitlist via Self-Service.

Students may not add themselves to a waitlist for a section if they are already registered for a different section of the same course. Additionally, students nearing the top of a waitlist should clear any schedule conflicts that may prevent the Registrar’s Office from adding them to the section when a seat becomes available. A staff member from the Registrar’s Office will typically contact a student who has such a conflict via email and grant them one business day to adjust their schedule. After 24 hours, the available seat will be offered to the next student on the waitlist. Thus, it is imperative that students regularly check their college email account for such notifications.