

FAQ's for WAITLISTING for Closed Classes

What is Waitlisting?

Students who attempt to register for a class that is full (or closed) may put themselves on a waiting list. When an open seat becomes available, an email will be sent to the Wildcat email address of the student at the top of the waiting list. The student will have 24 hours from the time the notice was sent to go online and add the class. The open seat will be reserved for that student and no other student may login and register for that seat during that 24-hour time period. If the student does not respond, the next student on the list will be notified and will have 24 hours to respond. Remember, there is never a guarantee that being on a waitlist will result in getting registered for that class.

How do I know if a class has a Waitlist Option?

As you search for classes you may see classes that are **closed 'C'** (all the spaces for the class have been registered) but there may be a **Waitlisted (WL)** maximum enrollment number listed:

- If you are searching for classes in the **Class Search**, look for a maximum enrollment number under from the **WL CAP (Wait List CAPacity)**
- If you are searching for classes in the **Online Class Schedule**, click on the title of the course and look for a maximum enrollment number across from **Waitlist Seats—Capacity**.

How do I get on a Waitlist for a closed class?

In the Class Search you may find a 'C' closed class that you may still be interested in trying to register for if a seat opens up.

- Look under the **WL CAP** column (**Wait List CAPacity**) to check if there is a waitlist option offered. Look under the **WL REM** column (**Wait List REMaining**) to check if there are any spaces left on the waitlist.
- Enter the **CRN** (Course Reference Number) in one of the boxes under **Add Classes Worksheet** and **Submit Changes**.
- In the **Action** column click on the drop-down arrow and click on **Waitlist** and **Submit Changes**. In your Current Schedule you will see the Waitlisted course.

How and when will I get registered into the Waitlisted course?

An email will be sent to your Wildcat email address when a seat becomes available. **Make sure your Wildcat Mail box has space for new email and then check your email daily if you are waitlisting!**

- You will have 24 hours from the time the notice is sent, to go online and add the class to your schedule by clicking on the drop-down arrow in the **Action** column and choosing **Web Registered**. The WL system will not automatically add you into the class.
- If you no longer wish to be on a waitlist for a class, please drop the class to expedite the waitlist process for the next student on the waitlist.
- After you get on a waitlist and then decide that you no longer wish to register for the class, you may drop it by clicking on the drop-down arrow in the **Action** column and choosing **Web Drop**.

How can I see what my priority position is on the class I am Waitlisting?

- Go into your student portal and click on View My Detail Schedule. The classes you have waitlisted will show with the **Status** as **Wait Listed**.
- The **Wait List Position** will show the count-down to the next available open seat. If your position is number 1, you will be the next student to get the opportunity to register for that seat (24 hour window from notification). The student who has the 0 (zero) position is now in the 24-hour period of opportunity.
- If you no longer wish to be on a waitlist for a class, please drop the class to expedite the waitlist process for the next student in the waitlist queue.

What happens if I miss my 24-hour window to add the Waitlisted class?

- Are you checking your Wildcat email? Check your Wildcat email daily for a waitlist notification and take action within 24 hours.
- If you miss your 24-hour window, you will automatically be removed from waitlist and the next person in the queue will be notified of the vacancy. If you still want to enroll in the class, simply add yourself to the waitlist again.
- **Check your email daily if you are waitlisting!**

I got an email and I still can't register!

Read the 'error message' that is stopping you from registering.

- Did you first drop all other sections that are the same as the one you are trying to add?
- Is a co-requisite required for the class? (such as, a lecture that also requires a lab)
- Are there other restrictions?
- Did you miss the 24-hour window? (24 hours from the time the email notification was sent)

How do I drop out of the Waitlist queue if I change my mind?

- Click on the **Action** column drop-down arrow next to the Waitlisted class.
- Choose **Web Drop** and **Submit Changes**.
- If you no longer wish to be on a waitlist for a class, please drop the class to expedite the waitlist process for the next student in the waitlist queue.

How long does Registration and Waitlisting last?

- Registration, online overrides, and waitlisting will end on the Friday of the 1st week of school at midnight. You must have permission to add classes late starting the 2nd week of school.

Why didn't I get an email notice during my 24-hour period?

The two primary reasons students don't get the email is due to a full mailbox or they didn't check during the 24-hour period. Your Wildcat email has a 7.5 MB storage limit. Once you exceed this space, your emails will bounce back as undeliverable. To prevent this from happening:

- Open your Wildcat email in a web browser
 - Go to <http://mail.weber.edu/>
 - Enter your **username** and **password**
 - If you don't have a Wildcat account or have forgotten your password, go to <https://portal.weber.edu/wces2/>
- Check your mailbox size: e.g. 'Mailbox Used: 5.2MB (69%)'
 - If you are close to exceeding this space limit, please make sure you [delete or purge](#) items you don't need.
- If you are a WSU student worker and your supervisor has requested a GroupWise email account for you, that account becomes your preferred. Check there for your email notification.
- If you were a WSU student worker and had a GroupWise email account, you must switch the preferred email account back to the Wildcat email.
- To get more information about your Wildcat Email, go to <http://documents.weber.edu/techguide/email.htm>.
- If you need technical help at any time, contact WSU Tech Support at 801-626-7777.

