

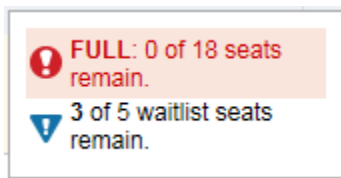
FAQ's for WAITLISTING for Closed Classes

What is Waitlisting?

Students who want to try to register for a class that is already full may put themselves on a waiting list (if that class is participating in waitlisting). 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?

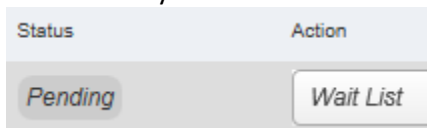
As you search for classes, look under the **Status** column. As you hover over that information, you will see how many seats remain in that class and/or how many waitlist seats remain.



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

Simply click on the **Add** button.

- Notice that your *Summary* shows that the class is *Pending*
- Choose that you want to *Wait List* the class in the **Action** column



- Then always remember to click on the **Submit** button

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. Check your Wildcat email account 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 Waitlist 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 **Remove** or **Drop, Web**.

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

- Look at your **Schedule Details** tab on the left. Click on the small arrow to the left of the title. This will open Messages.
- The **Waitlist 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 (it is a 24 hour window from the time of the 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 account daily? Check 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 want to try again to enroll in the class, simply add yourself to the waitlist again. Now you will be at the bottom of 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**.
- 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 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?

Make sure you have set up your WSU Wildcat email correctly:

- Go to the Wildcat Email site for any questions regarding your email account: <http://weber.edu/wildcatmail>
- If you need technical help at any time, contact WSU Tech Support at 801-626-7777.