WSU WAITLIST TUTORIAL

For Students

What is Waitlisting?

- Waitlisting is an option for students who encounter classes that are full but may still want to try to register, if a seat opens again.

How does Waitlisting work?

- 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 next student in the Waitlist queue via their Wildcat email address.

- The student will have 24 hours from the delivery of the email to add the class.

- All Holds and Registration Restrictions will still apply to be eligible to waitlist a class.

How do I get on a Waitlist?

- As you are searching or registering for classes you may find a 'FULL' class that you may be interested in taking.

- Hover over the information inside the **Status** column to see if there is waitlist information. (If the Add button is grayed out, the class is full <u>without</u> a waitlist option.)

- Click on the **Add** button to put this class on your **Summary** list of classes below.

- In the **Action** column, the class will show as **Pending**. Click on the drop-down arrow, click on **Waitlisted** and click on the **Submit** button. In your **Schedule** or **Schedule Details** on the left you will now see the Waitlisted course.

Class Status column

- The red FULL message states that the class is already full

- But the blue message states that there are 3 remaining seats on the waitlist but 2 waitlisted students are ahead of you. This means 3 registered students would need to drop the class before you would get your 24-hour registration opportunity.

Waitlist Queue

- Waitlisting is done on a first-come, first-serve basis.

- If your waitlist position is number 1 (one), it means that you are next in line to receive an email when an open seat becomes available.

- If you are in the number 1 position when a seat becomes available, you will move into the number 0 (zero) position and an email will be sent to your Wildcat email address.

  - **Note:** we highly encourage you to ensure that you have space available in your Wildcat email account. If your mailbox is full, the message will bounce and be undeliverable.

- With a 0 position you will be able to register for the class.

How can I see my Waitlist Position?

- Click on the **Schedule Details** tab.
- On the waitlisted class click on the small arrow to the left of the title to open the Messages.
- Notice the **Waitlist Position** of 1 (one) which is next in line when a seat becomes available.

The wait is over!!

- When the **Waitlist Position** turns to 0 (zero) the student will receive an email notification in their Wildcat email account, stating that the class is now available.

- The **Notification Expires** 24 hours after it was sent.

- Check your email daily if you are waiting on a waitlist!

- If you change your mind and no longer wish to be on a waitlist, please drop the class so that others may move up.

I got an Email Notification!

- If you have waitlisted a class you will need to check your Wildcat email daily! You will have a 24-hour period to add the waitlisted class.
- The email will give the information of the class that is open for registration and the deadline.
- If you are already registered for the same class but a different section, you will need to drop that section before you will be able to add the new waitlisted section.
- If you are registered for other waitlisted sections or other classes that you no longer want, please drop them. This will enable other students to move up on the waitlist.

How do I change from Waitlisted to Registered?

- Once an email notification is sent, the student will have 24 hours to go to their student portal to change the **Status** from **Waitlisted** to **Registered**.
- In the **Action** column, choose **Web Registered**.
- **Submit.**
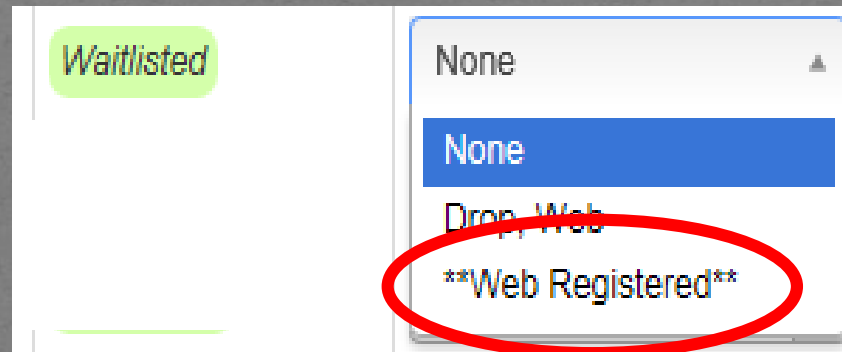
How do I get off of a Waitlist?

- Waitlisted classes can be dropped like any other class. Choose **Drop, Web** in the **Action** column.
- If the student never gets off the waitlist, the waitlisted class will be purged from the student's schedule at the beginning of the second week of school.

Summary

- Register for classes in your student portal and if a class is full, check to see if a waitlist is offered and has waitlist seats available. **Remember, there is never a guarantee that being on a waitlist will result in getting registered for that class.**

- Add yourself to the waitlist. Remember that the same restrictions and/or Holds will stop you from registering on a waitlist also.

- **Check your Wildcat email daily for a waitlist notification and take action within 24 hours of the delivery of the email.**

- Register for the waitlisted class. If you have already registered for another section of the same class, be sure to drop the unwanted section first.

- If you no longer wish to be on a waitlist, drop the class so that others may move up on the list.

- 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.

- If you have any questions or concerns about waitlisting, please contact the Registration Office at registration@weber.edu or by phone at 801-626-6100.