

# Waitlist FAQs

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## 1. How does the waitlist work?

A: If you are #1 on the list and a seat opens up, the auto-enroll function will try to put you in. However, you must also meet the prerequisites, and the course must be able to fit into your schedule for the auto enrollment to be successful.

You will be notified if you are enrolled in the class. You will also be notified the first time the system tries to put you in but fails. If the system is not able to enroll you, it moves on to the second person on the list. Please keep an eye on your campus email for the notifications and check your schedule as well, in case the email goes astray.

Please note that waitlists end the morning of the first day of the term. After that, you can register directly into the class if there is a seat open or ask for an override from an instructor if the class is closed. Overrides are not guaranteed as space is limited

## **2. When does the waitlist process enroll students?**

A: The automated waitlist process runs three times a day at 9am, 1pm, and 5pm every day up to the day before classes start.

## **3. Am I guaranteed a seat in a class if I get on the waitlist?**

A: No, getting on a waitlist is not a guarantee you will be enrolled in the class. Another student must drop out of the class before you can get in, and there is no guarantee that will happen.

## **4. How do I register onto the waitlist of my 1<sup>st</sup> choice class so that it drops my 2<sup>nd</sup> choice class if I get in?**

A: Use the Swap feature in the enrollment area of your WINGS Student Center. See above directions on how to do that.

## **5. I'm on the waitlist but I didn't use the swap feature to get on. I recently received an error notification saying I couldn't be registered. What do I do?**

A: Take a look at what error you received. If the error is about a time conflict or that the course will put you over your maximum credit load, you have to drop a class in order for the waitlist to work. If you want to set up the waitlist with a swap at this point, you will need to drop off the waitlist and then re-register using the swap. This will put you at the end of the waitlist. Another option is to drop your 2<sup>nd</sup> choice class since you now know you are first on the waitlist and hope that another seat opens up.

## **6. I am on the waitlist but got an email saying there was an error enrolling me into the course. What does that mean?**

A: You are allowed to get on a waitlist even if you have a time conflict or are in another section of the class. Therefore, the top four causes of being passed over even if you are #1 on the waitlist:

- a. Time conflict with another class. You may have forgotten to use the swap feature to enroll onto the waitlist.
- b. Adding the class would put you over 18 credits.
- c. You are already enrolled in another section of the class.
- d. You may have dropped or failed a required prerequisite after getting on the waitlist. You cannot be registered into the class if you don't meet the prerequisites.

The system doesn't know you plan on dropping another course unless you use the **SWAP** feature when registering. If you need to use the swap feature but are already on the waitlist, you will need to drop off the waitlist first in order to correct the set up. This means you will go to the end of the waitlist when you re-register.

**7. How many waitlists can I be on?**

A: The maximum number of credits a student can be waitlisted for is 12. The limit is the same for both undergraduate and graduates. You can be on the waitlist for multiple sections of the same class.

If you get into a section of a class and no longer need the other sections, please drop yourself off the other sections if you are waitlisted on.

**8. How do I register if I'm on a waitlist but got an override from the instructor? Do I need to drop off the waitlist first?**

A: Drop yourself off the waitlist first then register for the class like normal. You will still see the yellow triangle.

**DO NOT CHECK** the **Waitlist OK** box if there is one. It could cause an error in the process.

If you've tried to register and got an error, please ask your instructor to verify that the permission was placed correctly (i.e. on the right tab, on the right section, checking the right override permission). If you or the instructor need assistance, please contact the Records and Registration office

**9. While swapping, I think I was dropped from my backup class. What happened?**

A. Did you set up a swap to drop you from your backup class if you are enrolled off the waitlist for your first choice? And then later did you try to swap sections of the waitlist for your first choice? In those situations, WINGS sees the secondary swap as an enrollment and drops you from your registered class, the one you selected as "drop this class if enrolled."

The solution is that you should set up a completely separate swap for the second section of the waitlist and enter your registered class as the class to "drop this class if enrolled" in that swap. You can then go back and drop yourself off the waitlist of the section you no longer want.

You can be on the waitlist for more than one sections of the same class as long as they are lecture classes without labs or lecture/lab classes where any lab can go with any discussion.

**10. I see a seat has been open for awhile in a class that has a waitlist. No one seems to be getting in. How do I get into the class?**

A: Enroll onto the waitlist. If the other students on the waitlist are not getting in, it is possible they have conflict or other issue that makes them ineligible. You may end up being the first eligible person on the waitlist and so then get the seat. But you must be on the waitlist to get enrolled if there are already other students on the waitlist.

**11. Can I be on the waitlist for more than one section of the same course?**

A. In some situations. You can be on the waitlist in multiple sections of the same course if each section

is a separate class, meaning the course is entirely a lecture or entirely a lab. You can also be on the waitlist for more than one section if the course is a lecture/lab combination where any lecture section can go with any lab section, although you may have to enroll on the waitlist in separate transactions.

However, if the course is a lecture/lab, lecture/discussion, or lecture/lab/discussion where the specific labs/discussions are tied to specific lectures, **you can only be on the waitlist one time for each grouping**. For example: CHM 103 or 104 has lecture/lab/discussions grouped together by section number. The 10s go together; the 20s go together, etc. You can only be on the waitlist one for each group. You cannot be on the waitlist for two different labs that go to the same lecture.

## 12. How do I drop myself from the waitlist?

A: Drop from the waitlist the same way you drop a regular class, in either WINGS or Schedule Planner. It helps other students to drop off the waitlist if you no longer want or can get into that class.

## 13. How to I swap CHM 103 or 104 or swap waitlists for CHM 103 or 104?

A: CHM 103 and CHM 104 are classes that have linked lecture/labs/discussion. The linking means you can only register into the sections of lecture/labs/discussion that are grouped together by section number. So for labs in the 10s, you can only be in the lecture section 10 and one of the discussions in the 10s. If you see a lab or discussion in the 40s, you can only register into the lecture section #40.

This means swapping sections will only work in very specific situations. Students should take the following into account when making changes to their schedule:

- If you **are not** on the waitlist:
  - You can swap a section (lab or discussion) within a specific group, if there is an open seat.
  - You can swap entire linked groups (lecture/lab/discussion) as long as there is an open spot.
  - **Do not** check the "Waitlist if class is full" box; otherwise, it will drop you from all of the sections you are already registered in.
- If you **are** on the waitlist:
  - You can swap waitlists from one group of lecture/lab/discussion to another **only if** they are two completely different sets of section numbers. **The swap cannot share any section numbers.**
    - So swapping onto a waitlist for sections 30/31L/32D when you are already enrolled in sections 10/11L/12D will work,
    - But swapping onto a waitlist for sections 10/11L/12D when you are already 10/12L/11D will not work. The system will drop you drop you from what you are already enrolled in and put you only on the waitlist for the second group of numbers.
  - While on the waitlist, if you want to change section numbers within the same grouping, contact the Records and Registration Office for help swapping. Our office can assist.

## 14. What are department-controlled waitlists?

A: Some departments or faculty members may use criteria other than waitlist position to determine who should be enrolled in the class. They may issue overrides (class permissions) to students they choose to enroll. In this situation, the waitlist only keeps track of your name and does not enroll you. You need to register yourself if the department sends you their approval. The Chemistry and Biology departments are examples of departments that give electronic permissions based on the waitlist.

**15. Can I get on a waitlist after the term has started?**

A: No, the waitlists in WINGS are erased on the first day of the term. However, you can still ask the instructor for an override (electronic permission). You can register into a closed class with instructor consent up through the 10<sup>th</sup> day of class, for a full semester course.