

WAITLIST (RO- 10/11)

Want that course and it is closed...get in line.

If you put yourself on the waitlist for a course and a space becomes available, you will receive an email in your GSC email account that tells you to contact your department secretary to be registered for the course. You will have 24 hours, from the time of the email, to make any necessary changes to your schedule through your department secretary.

The last email notification to be sent for the fall and spring semesters will be the Friday before the last day to add a course; summer will be the Monday before the last day to add courses.

You can check your waitlist status daily by checking your Student Detail Schedule through PIX. When you view your Student Detail Schedule you will be able to see the status of each course you are enrolled in.

Note: Students are moved from the waitlist to the class only when a space in the class becomes vacant because another student dropped the class.

When you view your Student Detail Schedule, there are several codes that describe your registration status.

Closed - #Waitlisted

Course is full; slots on the waitlist are available.

Closed – Waitlist Full

Course is full; waitlist is full, and there are no registration options for this course.

Open - #Waitlisted

Open seats; slots on the waitlist are available. Open seats are being offered to those students on the waitlist.

Open – Waitlist Full

Open seats are being offered to those on the waitlist; waitlist is full.

Frequently Asked Questions

Do all courses have a waitlist available?

All courses except for applied music and lab courses have a waitlist.

I am a senior, what if I need a closed course to graduate?

We encourage all students to register during the posted registration times, because they give priority to those with a higher class rank. Students are placed on the waitlist on a first come first serve basis.

Can I register for a waitlist with a time conflict?

No. You can only waitlist for those courses that work in your schedule.

Can I register for multiple waitlists for the same course?

Yes, you can sign up for multiple waitlists but as soon as a space becomes available in one of the courses, when the department secretary registers you for that course you will be removed from any other waitlist(s) that have the same subject and course number.

If I haven't met the prerequisites for a course, can I register for the course or for the waitlist?

No, you cannot register for a course or for a waitlist if you have not met the prerequisites or are not currently enrolled in the prerequisite for the course.

What are my chances of getting into a class if I am on a waitlist?

It depends. Many times courses have students who register and then drop the course before the term begins. If you are near the top of the waitlist and there are still a few days before the last day to add a course, it is likely that you may get a seat in the course. However, if you are near the bottom of the waitlist, your chances are much less likely. If there are still multiple weeks (or months) before the semester begins, it is recommended that you continue to check your email daily to see if you have been notified of an open seat.

How will I be notified of an opening in the course?

Email notifications will be sent out each day with instructions on how to contact your department secretary to become registered for the course. Be aware that you will have **24 hours to become registered for the course during open registration**, if you miss the deadline the seat in the course will automatically be offered to the next person. **After open registration students will have 72 hours to become registered for the course.**

How can I check my waitlist status?

You can check your waitlist status through your EdNet account. Log into your EdNet account and look at your Student Detail Schedule to view your waitlist status.

What do I do if I don't get into a course for which I am waitlisted?

If you do not get into a course for which you are waitlisted, you have the following options:

1. Take the course another semester.
2. Drop yourself from the waitlist and find another course to take that has spaces available.
3. You could speak with the instructor of the course to see if someone has not been showing up to class, then be added to the course on the last day to add.

If a student who is registered for the course does not show up to the course within the first week (up to the last day to add), the instructor can offer the seat to someone else and will use the waitlist to determine who should be added to the course in priority order (remember, first come first serve).

Can I register for a waitlist if I would exceed the maximum credit hours allowed?

Yes. The system will allow to you add yourself to additional courses that exceed the maximum credit hours allowed (18 - without permission from the Provost). However, when you see your department secretary to register for the course you have been notified has a seat available you will be required to make a decision about dropping a course(s) to ensure you remain in no more than the maximum credit hours allowed.