

# Wait List FAQs

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## **1. When does the wait list process enroll students from the wait list into the course?**

A: The automated wait list process runs **once a day** between 4:00 and 5:00pm, up through the day before classes start. If a seat in the course opens, the wait list process will automatically register students from the wait list based on their wait list position and whether the class still fits in their schedule. An email will be sent to your UWL email if you were registered or if the system tried to register you but failed. Please watch your UWL email for notifications.

If there are no eligible students on the wait list, the class will open and students not on the wait list will be able to enroll.

## **2. How do I register onto the wait list 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 [Swapping in WINGS](#) directions on how to do that.

## **3. I'm on the wait list but I didn't use the swap feature to get on and I got an error message saying I can't be registered. What do I do?**

A: Take a look at what error you are getting. 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 wait list to work. The next time a seat opens up and the wait list runs, if you are #1 on the list,

you will get in.

If you need to set up the wait list with a swap that drops you out of another class at the same time, you will need to drop off the wait list and then re-register using the swap. This will put you at the end of the wait list.

#### **4. Am I guaranteed a seat in a class if I get on the wait list?**

A: No, getting on a wait list 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. However, being on the wait list give you a chance to get in. 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.

You will be notified if you are enrolled in the class. You are not notified if you do not get in. Please keep an eye on your email and your schedule in WINGS if you are on the wait list for a class.

#### **5. How many wait lists can I be on?**

A: The maximum number of credits a student can be wait listed for is 12 total. The limit is the same for both undergraduate and graduates.

#### **6. How do I drop myself from a wait list?**

A: You can drop yourself the same way you would drop a regular class, in either WINGS or Schedule Planner. It is very helpful to other students to drop yourself off the wait lists that you no longer need.

#### **7. I am on the wait list 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 wait list even if you have a time conflict or are in another section of the class. Therefore, the top three causes of being passed over even if you are #1 on the wait list:

- a. Time conflict with another class
- b. Adding the class would put you over 18 credits
- c. You are already enrolled in another section of the class

Another example is if you dropped or failed a prerequisite while you were on the wait list. 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 wait list, you will need to drop off the wait list first in order to correct the set up. This means you will go to the end of the wait list when you re-register.

## 8. How do I register if I am on a wait list but was given an override from the instructor?

A: If you are registering through the "Enroll" option in WINGS, register for the class like normal. You will still see the yellow triangle, and you do not need to drop off the wait list first.

If you are registering through Schedule Planner, you may need to drop yourself off the wait list first. Then re-add the course to your shopping cart and register as normal.

**DO NOT CHECK** the **Wait list if class is full** 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. How do I swap CHM 103 or 104, or swap wait lists 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 wait list:
  - 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 "Wait list 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 wait list:
  - **The most effective way of switching to another wait list is to drop off the first wait list and then enroll into your preferred wait list in two separate transactions.**
  - However, if you intend to try swapping, you can swap wait lists **only if** the lecture/lab/discussion groups are two completely different sets of section numbers. **The swap cannot share any section numbers.**
    - So swapping onto a wait list for sections 30/31L/32D when you are already enrolled in sections 10/11L/12D will work,
    - But swapping onto a wait list for sections 10/11L/12D when you are already 10/12L/11D will not work. The system will drop you from what you are already enrolled in and put you only on the wait list for the second group of numbers.
  - While on the wait list, if you want to change section numbers within the same grouping, contact the Records and Registration Office for help swapping. Our office can assist.

**10. 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 wait list for your first choice? And then later did you try to swap sections of the wait list 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 wait list 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 wait list of the section you no longer want.

**11. What are department-controlled wait lists?**

A: Some departments or faculty members may use criteria other than wait list 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 wait list 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 wait list.

**12. Can I get on a wait list after the term has started?**

A: Not through WINGS. The wait lists 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.

In addition, the department offering that class may be keeping a wait list in their office. In that case, the instructor may tell you to contact the department to add your name to the wait list. If a seat opens up, they will give you an electronic override to register.