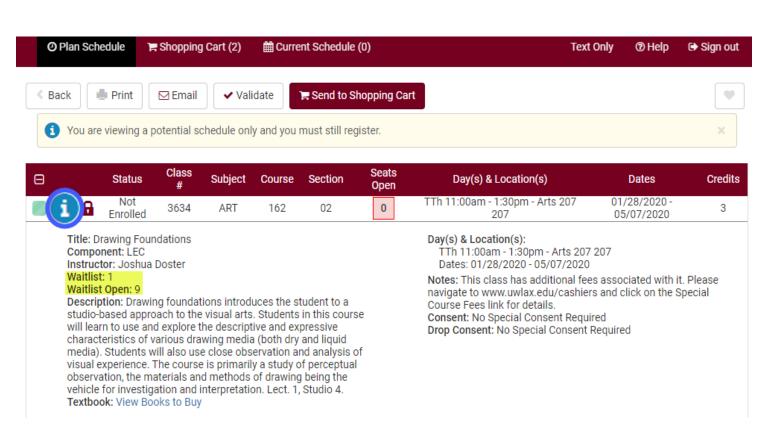
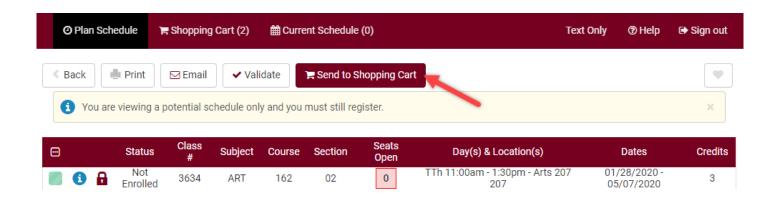
Wait Lists in Schedule Planner

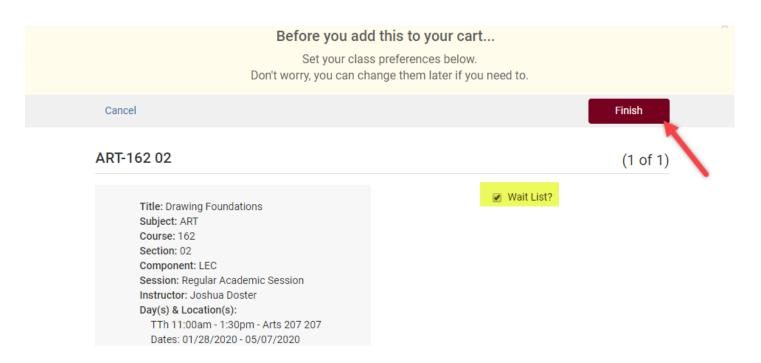
- 1. Not all classes have a wait list. To determine if a closed class has a wait list, <u>make sure</u> you have the **Course Status filter** set to view both **Open and Full** classes.
- 2. Then pick a specific section by adding the course and using the options to view all the sections of a course. Click the blue information icon. Or generate a schedule with that section, click the view button next to one of them. Click the blue information icon.
 - a. If the course has a wait list with spots open, the **Waitlist Open** field will show how many spots are still available. It will not show up if the wait list is full.
 - b. If there are already students on the wait list, the **Waitlist** field will appear, indicating the number of students already on the wait list. It will not show up if there is no one on the wait list yet.



3. To add yourself to the wait list, add the course to your Shopping Cart by clicking **Send to Shopping Cart**.

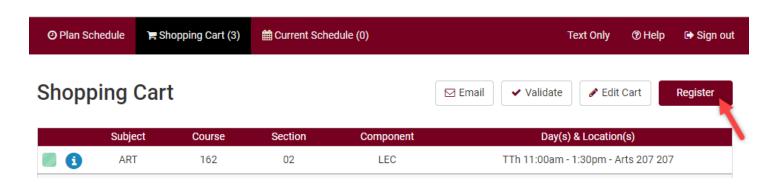


4. Each section that has a wait list with a seat available will show up with a "Wait List?" option. Checkmark the Wait List? box and click Finish.



<u>Tip:</u> Use the SWAP feature in your WINGS Student Center to get on a wait list if you want the system to drop you from another class, if a seat opens up in this one. See later directions for how to swap onto a wait list.

5. Click **Register** and proceed through the registration steps.



- 6. If you missed checking the wait list box the first time, you can return to your **Shopping** Cart and click Edit Cart.
 - a. <u>If the section has a wait list with seats available</u>, the **Wait List?** box will appear for you to check. Click that box and then **Save**. Then click the **Register** button again.

Edit Shopping Cart Cancel Save Course Section Class Settings Actions ✓ Wait List? ART-162 01 ☐ Remove from Cart ☐ Remove from Cart CST-322 01 GEO-200 411 □ Remove from Cart

- 7. Review your results.
 - a. <u>If successful</u>, you will receive this message with a position number (#1 being highest).
 - You have been successfully registered for the following courses.

ART-162, 02, Joshua Doster

Success: This class has been added to your schedule. Class 3634 is full.
You have been placed on the wait list in position number 1.

b. <u>If you forgot to check the wait list box</u>, you may receive this message. Return to your Shopping Cart and select **Edit Cart** to see if there is a wait list. See step 5 above.

ART-162, 02, Joshua Doster

- Class 3634 is full. If a wait list is available, select Edit Cart, select the Wait List checkbox, save and resubmit your request.
- 8. The wait listed class will display in your class schedule, under the **Current Schedule** tab, with a status of **Wait Listed**.

My Current Schedule



	Status	Subject	Course	Section	Component	Day(s) & Location(s)	Actions
1	Wait Listed	ART	162	02	LEC	TTh 11:00am - 1:30pm - Arts 207 207	□ Drop

Things to remember about the wait list:

- 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. For example, wait list position #1 will be registered before position #2, as long as no errors occur during wait list processing (i.e. a time conflict, a hold on your record, not exceeding maximum credit load, etc.).
- b. Getting on the wait list does not guarantee enrollment in the class. A seat must open, your schedule must be free, and you must still meet the prerequisites for the class in order to be enrolled.
- c. <u>If you are successfully enrolled through the wait list process</u>, you will be notified by email, and the class status on your schedule in Schedule Planner will change to **Enrolled**.
- d. If an error occurs preventing your enrollment (see the FAQs for examples), you will receive an email notifying you and the process will move on to the next student on the list. You will remain on the list in the same position, but you will continue to be bypassed until the error is resolved. 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.
- e. Wait lists only run up through the day before the term starts. Wait lists are erased in WINGS on the first day of the term. Starting that day, if a seat opens up during the change of schedule period, you will need to register yourself directly. If the class remains closed, departments may still be handing out class permissions/overrides. Check with the department/instructor to find out if that is the case.
- f. See the **Swapping onto a Wait List** section for directions on how to swap with a wait list. See the **FAQs** for more tips and tricks, including how to register with an override if

you are on the wait list.