Wait Lists in Schedule Planner

If a course is full/closed and has a wait list, you may add yourself to the wait list if there is space. Please note that not all classes will have a wait list.

1. To determine if a closed class has a wait list, pick a specific section, view a generated schedule with that section, and click the information icon.
   i. 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.
   ii. If there are already students on the wait list, the “Waitlist” field will appear, indicating the number of students already on the wait list. The "Waitlist" field will not show up if there is no one on the wait list yet.

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

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

5. If you missed checking the wait list box the first time, you can return to your **Shopping Cart** and click **Edit Cart**. **If the section has a wait list with seats available**, the **Wait List?** Box will appear for you to check. Click that box and then **Save**. Then click the **Register** button again.
6. Review your results.
   i. If successful, you will receive this message with a position number (#1 being highest).

   ![Image of successful registration message]
   
   **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.

   ii. If you forgot to check the wait list box, 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.

   ![Image of wait list message]
   
   **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.

7. The wait listed class will display in your class schedule with a status of “Wait Listed.”

   ![Image of wait listed class in schedule]
   
   **My Current Schedule**

<table>
<thead>
<tr>
<th>Status</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Component</th>
<th>Day(s) &amp; Location(s)</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wait Listed</td>
<td>ART</td>
<td>162</td>
<td>02</td>
<td>LEC</td>
<td>TTh 11:00am - 1:30pm - Arts 207 207</td>
<td>[Drop]</td>
</tr>
</tbody>
</table>

**Things to remember about the wait list:**

   i. The automated wait list process runs once a day in late afternoon, up until the first day of
   class. 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, if a seat in the course opens, wait list position #1 will be registered,
   if no errors occur during wait list processing (i.e. a time conflict, a hold on your record, not
   exceeding maximum credit load, etc.).

   ii. 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.

   iii. If you are successfully enrolled through the wait list process, you will be notified by email,
   and the class status on your schedule in Schedule Planner will change to "Enrolled." If an
   error occurs preventing your enrollment, 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.