Wait Lists in WINGS Student Center

1. The status of the class will indicate if the class has the wait list option.

   ![Class Status](image)

   You can determine the wait list capacity by clicking on the class link in the Class Search.

   ![Class Table](image)

   **Tip:** 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.

2. Search for the class you want and select the wait listed section as if going to add the course to your shopping cart.

3. On the Select classes to add screen, check the box for Wait List if class is full and click Next.

   ![Select Classes](image)
4. Proceed through the rest of the enrollment steps. You must meet all class prerequisites to get on the wait list. If the wait list is full, you will get a red X and an error message explaining. You would need to check back later to add yourself to the wait list.

5. If successfully put on the wait list, you will get a green check mark and a position number (#1 for the first person, # 2 for the second, etc…).

6. The wait listed class will be displayed in the calendar view of your class schedule. It will be noted with a status of **Waiting**.
To see it on the list view, you will need to use the filters to include the Show Waitlisted Classes.

### 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. **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**.

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.