

# Waitlisting FAQs for Students

Our new waitlisting feature provides many advantages to students – the largest being they will now be notified when a seat becomes available to them.

- [How does waitlisting work?](#)
- [How do I receive waitlist notifications?](#)
- [Can I waitlist for a course that requires a prerequisite or corequisite that I currently don't have?](#)
- [How do I sign up for a wait list?](#)
- [Is there any priority assigned to waitlists?](#)
- [Is there a way for me to see my position on a wait list?](#)
- [What happens if I don't register for a course within the allotted time period mentioned in my notification email?](#)
- [When can I begin adding myself to the waitlist for a course?](#)
- [Are there times when waitlisting will not be available or times when I won't receive notifications of open seats?](#)
- [I received notification that I'm able to add a class off of the waitlist but when I try to, I'm getting a message that the class is closed and I cannot add it! Why is that?](#)
- [May I get on the waiting list for more than one section of the same course?](#)
- [May I get on the waiting list for a class that has a time conflict with another course?](#)
- [How does waitlisting work with the fee payment deadlines?](#)
- [At what point does waitlisting stop?](#)
- [How can I get on a waiting list for a class that also has a lab and/or recitation component?](#)
- [I've been given an override to add a course I'm also waitlisted for but I'm getting a "Duplicate Course" error when I try to add the course! What's wrong?](#)
- [I received a waitlist email, but when I tried to register I couldn't because of a registration hold. What's wrong?](#)
- [I accidentally dropped my waitlisted class. How do I get back in?](#)

## How does waitlisting work?

Students who attempt to register for a class that is full may put themselves on a waiting list. When an open seat becomes available, an email will be sent to the **MARAUDER** email address of the student at the top of the waiting list. The student will have a certain amount of time (specified in their waitlist notification email) to go online and add the class.

The open seat will be reserved for that student and no other student may login and register for that seat during the amount of time allotted to the notified student.

If the student does not respond, the next student on the list will be notified and will be given an opportunity to respond.

*As a common courtesy to other students, it is expected that you will drop yourself from any waiting lists (or classes) that you do not intend to take.*

## **How do I receive waitlist notifications?**

Waitlisting notifications will be sent to students' marauder email accounts. You may also opt to receive text notifications to your mobile phone when you can register for a course off of the waitlist: [Log into MAX](#) and go to Student Services > MAX Mobile to sign up! **\*It is highly recommended that you utilize MAX Mobile!\***

## **Can I waitlist for a course that requires a prerequisite or co-requisite that I currently don't have?**

Students must meet all of the course prerequisites and requirements in order to sign up for its waitlist. Faculty and/or departmental overrides will allow students to waitlist for courses that would normally be restricted to them ([See the Permission to Enroll in a Class form](#)).

## **How do I sign up for a waiting list?**

All registration for waiting lists must be done online. Directions are available through [this tutorial](#) (recommended for first time users) and on the [MAX instruction booklet](#) (recommended as a quick reference).

## **Is priority assigned to waitlists?**

Seniors get priority on waitlists while all other classes are first-come-first-served.

## **Is there a way for me to see my position on a waitlist?**

No – students cannot currently see their position on a waitlist.

## **What happens if I don't register for a course within the allotted time period mentioned in my notification email?**

If you do not register within the time period mentioned in your email (the clock begins ticking at the time the email is sent), you will automatically be dropped from the waiting list. The next student on the waiting list will move to the top of the list. For this reason, if you are waitlisted for a class it is HIGHLY recommended that you check your marauder email at least twice a day.

## **When can I begin adding myself to the waitlist for a course?**

You can begin to add yourself to the waitlist for a course during the times you normally register for courses on MAX.

## **Are there times when wait listing will not be available or times when I won't receive notifications of open seats?**

When registration on MAX is closed off for you, you will not be able to waitlist for classes or register off of a waitlist for a class. [See the Waitlist Status Calendar for specific dates and times.](#)

## **I received notification that I'm able to add a class off of the waitlist but when I try to, I'm getting a message that the class is closed and I cannot add it! Why is that?**

A faculty member may, at his or her discretion, provide another student with an override to allow that individual to register for a course, and that seat will become unavailable to the waitlisted student. If that occurs, the waitlisted student will need to contact the faculty member (or academic department) for more information, but they should be aware that he or she is not required to add you to the course.

## **May I get on the waiting list for more than one section of the same course?**

Yes. You may waitlist for more than one section of the same course. Also, if you are actually registered for a course, you may waitlist yourself for additional sections of the same course. **If you are waitlisted for a course you have no intention of taking, please do your fellow students a favor and drop yourself from the waitlist and let someone else have the course.**

## **May I get on the waiting list for a class that has a time conflict with another course?**

Yes. Although you may not register for courses with time conflicts, you may add yourself to the waiting lists of courses that have time conflicts with courses for which you are registered or with other courses that you have waitlisted. If you are notified via email that a seat is now available for a waitlisted class, you must drop any course for which you are registered that has a time conflict before you may register for the waitlisted course (or, if the time conflict is less than 15 minutes in length, get permission to register via the [Time Conflict permission form](#)).

## **How does waitlisting work with fee payment deadlines?**

If you have an outstanding balance at any of the fee payment deadlines, you may be dropped from your classes. If you are dropped from your classes, you will also be dropped from any waiting lists. If you

resolve your outstanding balance, it will be your responsibility to re-add yourself to any waiting lists from which you were dropped from; you will not retain your original position on those waiting lists.

## **At what point does waitlisting stop?**

For Spring and Fall, wait lists will stop functioning 11:59 PM on the last day of Drop/Add. For Summer and Winter, waiting lists for a class will stop functioning 11:59 PM on the first working day following the first class meeting (Example: for class that begins on a Friday, the last day to Drop/Add would be the following Monday).

See the [Waitlist Status Calendar](#) for these dates.

## **How can I get on a waiting list for a class that also has a lab and/or recitation component?**

If you want to waitlist for a class that requires a lab and/or recitation:

- For classes that have a LAB component, you need to waitlist for the LAB.
- For classes that have a RECITATION component, you need to waitlist for the RECITATION.
- For classes that have a LAB & RECITATION component, you need to waitlist for the LAB.

If you receive a waitlist notification confirming that you can add the lab/recitation off of the waitlist, you need to register for the lecture and the lab and/or recitation simultaneously by:

- Locating the lecture (and recitation for some PHYS courses) section attached to the lecture through the [Web Schedule](#) AND...
- Logging into [MAX](#) and go to [Registration – Drop/Add Classes](#) AND...
- Changing the Action button for the lab/recitation from [Waitlisted](#) to **\*\*Registered\*\*** AND...
- typing in the accompanying lecture (and recitation for some PHYS courses) CRNs in the [Add Classes Worksheet](#) near the bottom of the page AND...
- clicking on [Submit Changes](#).

## **I've been given an override to add a course I'm also waitlisted for but I'm getting a "Duplicate Course" error when I try to add the course! What's wrong?**

You must **drop** yourself from the waitlist of the course that you were given an override for before you attempt to add the course to your schedule.

## **I received a waitlist email, but when I tried to register I couldn't because of a registration hold. What's wrong?**

All registration holds must be cleared prior to any registration activity (this includes waitlisted classes). To view your holds, log into [MAX](#) and go to [Student Services > Student Academic Record > View Holds](#).

## **I accidentally dropped the class I had been waitlisted for but had received notification that I was able to register for it. How do I get back in?**

As long as you are still within the time period mentioned in your waitlist confirmation email, you can add the class by going to the Drop/Add Classes screen in MAX registration. You will need to type in the CRN in the Add Classes Worksheet and click submit changes. This will register you for the class and not put you back on the waiting list.