



## WAIT LIST INSTRUCTIONS

### How to register to a wait list

If a course is full you will be prompted for your permission to be added to the wait list if one is established for the course. Psychology courses generally have wait lists established for popular courses that are required for the major, such as PSY 205 and 301, but other individual sections may have wait lists established. You can verify that a course has a wait list by checking the WL columns to the right of the Rem column, where you generally see how many spots are remaining in a course.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
										Cap	Act	Rem	Cap	Act	Rem	Cap	Act	Rem				
C	15353	PSY	101	0	M1	3.000	General Psychology Lecture	F	09:00 am-11:40 am	80	80	0	0	0	0	0	0	0	Joohyun Lee (P)	09/04-12/19	SCIENC 152	Gen Ed Disciplines-Nat Science
C	17866	PSY	101	0	M1	3.000	General Psychology Lecture	TR	11:00 am-12:15 pm	80	80	0	10	1	9	0	0	0	Sarah Faye Cline (P)	09/04-12/19	SCIENC 158	Gen Ed Disciplines-Nat Science

Once a student registers to the waitlist, the class closes to other students so that when a registered student withdraws from the course, the spot goes to the first person in line on the waitlist. Because the course is at capacity, you will not see the check box available when you do a search (it will show a C to indicate the section is closed). To bypass this issue, add the course by typing the CRN directly into the "Add Classes Worksheet" located near the bottom of your Student Services box under Registration. You will type the CRN into the box and click submit changes. You should get a notice asking if you'd like to register to the wait list in which you can confirm.

**The department will contact you if a student drops and you are next in line informing you that permission has been entered, and how you can finalize registration.**

Do not hound the instructor/adviser to get an override for a full class. Sign up for the wait list. In most cases, classes are limited by physical space.

### Frequently Asked Questions

1. Will I be charged if I'm on the wait list for a class?

*There is no cost to a wait list.*

2. A spot is open in the remaining column but I still can't register. Why?

*While it appears that a spot is available, it is fact given to the first person in line on the wait list. You will not be "line jumped" – if a registered student withdraws, that slot is held for the first wait list student. It is not available to the first person that grabs the opening– you do not need to keep checking for a slot. **The department will contact you if you are eligible to register.***

3. What if I haven't heard anything and classes are about to begin?

*An instructor MAY grant an enrollment limit override if they choose to and have the space. **ENROLLMENT LIMIT OVERRIDES ARE ALWAYS AT THE INSTRUCTORS DISCRETION and you MUST gain permission from the instructor to enroll in the class beyond the set capacity.***