

## **Electronic Waitlists**

If a class has a waitlist, an additional line will appear on the Semester Course Schedule indicating that a waitlist exists. This information will appear under the enrollment information for a course.

Once a waitlisted class is full, students may sign up to be on the waitlist for that course. To do so, the student should enter the CRN for the course on the PAWS add/drop courses page, at which time an error message will appear indicating that the course is closed. At the same time, a drop down box will appear next to the course that will allow the student to select the waitlist option. The student **MUST CHANGE THE COURSE STATUS TO WAITLIST AND CLICK THE SUBMIT BUTTON** to reserve his or her spot on the waitlist.

The same registration rules will be observed for waitlists as are observed for registration. For example, a student may not be on a waitlist for a course if he or she has not met the prerequisite for the course, or if he or she is already registered for another section of that course.

Students who have signed up for a waitlist will be able to view their position on the waitlist on PAWS, and are encouraged to monitor their waitlist position regularly.

When a seat in the waitlist course becomes available, the student will be sent an email at his or her bobcats email account. The student will have exactly 24 hours from the time that email is sent to log in to PAWS and change his or her status from waitlisted to registered. If the student does not register for the course within that 24 hour time frame, the student will lose his or her spot on the wait list and the seat will be given to the next student on the list.

If a student decides that he or she no longer wants to be on a waitlist for a course, that student should remove his or her name from the waitlist by logging into PAWS, going to the add/drop courses page, changing the status of the course from waitlist to drop, and clicking the submit button.