

## Using Registration Wait Lists

Wait lists allow you to put yourself in line to enroll in a closed class as seats become available. Signing up on a wait list does not guarantee that you will receive a seat in a course. If you are on one or more wait lists, you are encouraged to continue to explore other options for completing your schedule.

If a class has a wait list, an additional line will appear under the enrollment on the Semester Course Schedule indicating that a wait list exists. The number indicates how many students are already on the wait list for this course.

CRN	SEC	SCHEDULE	DATES	TERM / ENROLLMENT	INSTRUCTOR	LOCATION
<b>GC1Y - 1000 Crit Think: Phil &amp; Soc Justice</b>					<b>3.00</b>	
20043 View Books	01	M W F 0800 0850	09-JAN-2017 01-MAY-2017	Full Term Max: 25 Enr: 10 Available: <b>15</b> Waitlist: 0	Mosch, Isadora	Arts & Sciences 239

Once a class with a wait list is full, you may sign up to be on the wait list for that course. To do so, 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. Use the drop down box next to the course to select the wait list option, then click submit. You must change the course status to wait list and click the submit button to reserve your spot on the wait list. Wait list enrollment is not automatic.

The same registration rules are observed for wait lists that are observed for almost all other aspects of registration. For example, you may not be on a wait list for a class if you have not completed or are not currently enrolled in the prerequisite for the course. You may not waitlist a course if you are already registered or wait listed for another section of that same course. You will be allowed to wait list a course if the time conflicts with another course on your schedule; however, if a seat becomes available, you will not be able to accept it unless you drop the conflicting course.

Once you have signed up on a wait list, you will be able to view your wait list position on your PAWS detailed class schedule. (Note that the number you see when you attempt to register and receive a closed course error is the number of students who are already on the wait list; it is not your wait list position.) You are

placed on the wait list in the order in which you submitted your wait list request. You are encouraged to monitor your wait list position regularly.

When a seat in the wait list course becomes available, you will receive an email at your bobcats email account. You will have exactly 24 hours from the time that email is sent to log in to PAWS and change your registration status for that class from Wait List to Web Registered. Be sure you click submit.

If you do not register for the class within 24 hours, you will lose your spot on the wait list and the seat will be given to the next student on the list. If you decide that you no longer want to be on a wait list for a course, please remove your name from the wait list by logging into PAWS, going to the add/drop courses page, changing the status of the course from wait list to drop, and clicking the submit button.

If you have provided a local mobile phone number on file through PAWS, you will also receive a text message when a seat becomes available. To add a mobile number, go to the Personal Information tab in PAWS and select Update Addresses and Phones. Be sure to enter a mobile phone under the Current Contact Information heading. If you enter it only under GC Alert Contacts, you will not receive text messages about wait lists or other urgent administrative matters.

**Current Contact Information**  
To be used for Administrative Notification.  
 Check if the same as primary emergency alert contact

**Landline Phone:** ( ) Ext.   
e.g. (555) 8095544 ext. 444

**Mobile Phone :** (478) 4140000  
e.g. (555) 8095544

At various times, it may appear that seats in a wait listed course are open. This is because a student has dropped the course, and another student on the wait list is in the process of being notified. Please do not drop your place on a wait list and attempt to register for such seats, as you will receive an error and lose your spot on your original wait list.

Wait lists will remain active until the end of the add period, which is the third day of the Fall and Spring semesters and the first, second, or third day of Summer parts of term. (See [academic calendars](#) for exact dates.) After that, wait lists will be closed, and any further additions to classes will be made exclusively through academic departments.

Wait lists will be closed during extended university vacation periods, specifically over Thanksgiving Break, Winter Break, and Spring Break. Wait lists will function as described above at all other times. Students are encouraged to monitor their email each day if they are on a wait list for a course.

# Contact Information

Registrar's Office  
Georgia College  
Parks Hall 107, Campus Box 069  
Milledgeville, GA 31061  
Office: 478-445-6286  
Fax: 478-445-1914  
Email: [registrar@gcsu.edu](mailto:registrar@gcsu.edu)

Last Update: November 14, 2016