Using 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.

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 also may not wait list a course if you are already registered 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 what your wait list position will be.) 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. If you have provided a local cell phone number on file through PAWS, you will also receive a text message. 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 waitlisted to registered.
If you do not register for the class within that 24 hour time frame, 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.

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.