

WAIT LISTING FOR CLASSES

If a class is full, you can place yourself on a waitlist for any class that might become available. If a seat becomes available, the student highest on the waitlist will get the seat (subject to the limitations below).

How Wait Listing Works:

- All scheduled class sections have waitlist capability.
- You can place yourself on a waitlist provided the list is not already full.
- You must meet the prerequisites for the class before you can be placed on the waitlist, i.e. course prerequisites, class requisites, major and class level restrictions.

Important Things to Know about Wait Listing:

Students will be moved from a waitlist into the class as space becomes available and in the order placed, unless any of the below restrictions apply:

- There is a time conflict with another enrolled class. Since potential time conflicts are not checked when you place yourself on a waitlist, you should ensure that waitlisted classes do not conflict with your enrolled classes.
- The class will place you in an unapproved “overload”.
- You are already “enrolled” in another section of the same course. Do not use wait listing to try to get into another section of a course in which you are already enrolled, as you will not be moved from the waitlist if space becomes available. You will need to choose whether to take a chance and place yourself on the waitlist of the full section in the hope that space becomes available, or remain enrolled in the section you have already scheduled.

If you cannot be moved from the waitlist, for any of the reasons given above, you will be skipped, and the next student on the waitlist will be considered. You will not be reconsidered until space becomes available in the class again.

Check your schedule regularly to monitor your position on a waitlist. If you decide you no longer wish to wait for space to become available, you should drop yourself from the waitlist to allow other students a better chance of enrolling.

Once moved from a waitlist into a class, it is your responsibility to drop the class (as with any other class) if you decide not to attend. Failure to do so will result in a “WU” grade, which is equivalent to an “F”.

Wait listing is not available to students approximately one week prior to the start of the semester and beyond. Students who remain on a waitlist, as well as other students hoping to get into a closed class, must follow the normal Add process by submitting an approved Add Form to the Student Records Office by the published deadline.