

“Wait List” Procedure Q &A

The **general procedure** for “electronic waiting lists” is as follows:

- During registration and **up to the day class(es) begin**; a realistic number of enrollment slots beyond the maximum class size will be available to students on a “wait list” basis.
- Students attempting to enroll in a closed class will be advised at registration whether the class has a waiting list.
- Students able and willing to on a wait list for a course are expected to pay all appropriate fees but will find “WL” for wait list next to the course on their receipt of classes (“WL” notation will appear only on the registration receipt).
- Final enrollment in such classes is NOT guaranteed, even though the wait-listed student(s) has in fact paid all applicable fees.
- Drops by already enrolled students will automatically advance the “WL” student.
- (Note: Students will find they cannot enroll in classes that conflict in time with “WL” classes nor can they enroll in another section of the same course for which they have “WL” status.)

Questions / Answers

1. *What does a “3 (for example) waiting list” mean?*

Ans: A “3” on a waiting list means that after the class limit is reached, three additional students are allowed to sign up on a waiting list. The instructor and/or the department determine waiting list size.

2. *What happens when a student drops from the regular enrollment of a class?*

Ans: When a student drops or is dropped from the regular enrollment of a class, the next name on the waiting list automatically moves onto the class list up to the start of class(es).

3. *When a name moves from the waiting list on to the regular roll, does this allow another name to be added to the waiting list?*

Ans: Yes, when a name moves from the waiting list onto the regular roll, another name **is allowed** to be added to the waiting list (as long as it is not beyond the wait list limit and it is **prior to** the start of classes.

4. *Does the waiting list automatically close when it reaches its maximum?*

Ans: The waiting list does automatically close when it reaches its maximum, but opens again when it goes below the maximum (providing it is prior to class start – **once class has started, wait list is permanently closed**).

5. *Who closes the waiting list?*

Ans: It is automatic and two instances “close” a wait list. 1) If the wait list limit is set at “3”, it will never go beyond “3” students on the waiting list, but will add students if it has not reached the maximum. 2) The wait list closes permanently once class(es) starts.

6. *Does the number on the wait list go away when rosters are run?*

Ans: Not until classes actually start does a wait list close. Instructors may then add students by issuing add codes or signing add cards. But – please do not drop your wait list students and then add more students *after that!*

Electronic waiting lists no longer function as of the first day of class(es) and the following will occur:

- Instructors will receive their “Temporary Roster” for the class.
- Official enrollment will be listed on roster page(s). & Waiting list enrollment will be listed on separate roster page.
- At the end of the 2nd class meeting, the instructor can review the official enrollment roster. If there are “no shows”, the instructor has the authorization to allow the students on the waiting list roster to take the place of the “no shows”. The instructor has this authorization by leaving the names on the “waiting list roster”. (Simply not dropping them) or writing in “DROP” by their names. When temporary rosters are turned in to any Admissions & Records Office, at either campus, for processing the “permanent roster” determination is established by what the instructor has indicated on the “Temporary Roster”.

7. *How does one look up “class roster info”?*

Ans: The most updated roster enrollment can be obtained on the 1st day of class by utilizing “instructor roster” look-up screen, by entering section number of class, and then entering choice of receiving information “chronologically”.

“Chronological” choice will show enrollment status of students by first listing all the officially enrolled students and then a ***Class Limit Break*** will list the students on the waiting list.

8. *How does student receive a refund for a wait-list drop?*

Ans: Fees may be applied to another class being added or an automatic refund will be mailed to the student, if appropriate.

9. *What if a student changes their mind and no longer wants to be on a wait list?*

Ans: Student must officially drop from the class, they should not assume the instructor will do it for them. The student must do this before the refund deadline in order to receive a full refund. If student drops after class has started, student may not receive appropriate refund (would depend when date of drop has been processed).

10. *If a student is on my wait list and I want to assure them they can remain in my class, should I sign an add-card or give them an add-code?*

Ans. NO. They are already registered – just leave them as is and they will become permanent at the beginning of the third class meeting and will appear on your permanent roster.

11. *If I have 5 students on my wait list and another seven students trying to “crash” my class the first week, can I still give add codes or signed add cards to the “crashing” students? What if a student contacted me over the summer because my class is already closed and I promised I would let them add on the first day?*

Ans. Yes, to both questions, but only if you keep the wait-listed students too.