

The Registration and Records office will be introducing new course registration wait listing functionality in Self-Service for the fall semester 2017. This will be a pilot program, designed to explore how this tool can be utilized in the future on a larger scale. For this pilot, class wait lists in PeopleSoft will be offered for 3000 and 4000 level classes in the Visual Communications Department.

Wait Lists

If you are trying to register for a 3000-4000 level class in VISCOM and the class is full, you can check to see if there is a wait list available in PeopleSoft Self-Service. By adding yourself to a wait list, you agree that if a spot becomes available for you, you will automatically be enrolled in the class. If that enrollment occurs, you are entering into and agreeing to a legally-binding contract to pay all tuition and fees and non-refundable fees.

At any time prior to being enrolled, you can remove yourself from the wait list should your plans change. Once you are enrolled in a class from the wait list, SAIC add/drop policies apply, and you can drop the class before the add/drop deadline.

Note: this automatic process will not be completed if it will create a time conflict in your schedule. Either arrange your schedule to allow for the wait listed class, or use the **"swap"** option.

For this pilot, wait lists will be limited to ten interested undergraduate students. Students can sign up for a maximum of two wait lists and must have met any pre-requisites for a class to take a spot on the wait list for that class. If you have holds on your account that impact registration, you will not be able to sign up for a wait list.

Wait List FAQ

What would prevent me from adding myself the wait list?

- It's before your enrollment appointment time
- You haven't met all the prerequisites for the class
- A wait list for the class is not available/not being offered
- You already have a spot on two wait lists
- There are already ten students on the wait list

Can I add myself to a wait list if there is a hold on my account?

No. Any type of hold that impacts registration will also prevent you from adding yourself to a wait list. You should contact the department who issued the hold to resolve the situation.

Can I see where I am on the wait list?

Yes, you will be able to see your position on the wait list.

What do I need to do if I'm on the wait list for a class and a seat becomes available?

Nothing! If you are at the top of the wait list and there is nothing preventing your enrollment, you will automatically be enrolled when a seat becomes available.

What would prevent me from being auto-enrolled from a wait list?

- A spot doesn't become available
- You have a time conflict with another course in which you are already enrolled (see "**swap**" function information below)
- You have already signed up for the maximum number of credits an undergraduate student can enroll in in a given semester units
- You have not met the prerequisites for that particular course
- You are already enrolled in another section of the same course

When is the last day I can add myself to a wait list?

You can add yourself to a class wait up until a week before the fall and spring semesters begin. A week before classes start, all wait lists will closed and student can no longer get on waitlists for that semester.

How Long Can I Remain on a wait list?

All wait lists will be canceled at the end of the first week of the add/drop period each semester. We recommend you finalize alternative plans for your enrollment on or before that date.

Can I add myself to the wait list of multiple sections within the same course?

Yes. If a seat becomes available and you are auto-enrolled in one of the sections, you will be removed automatically from the other waitlists pertaining to that course.

Can a wait list become closed for a class?

Yes. There will be ten seats available for each class in the pilot. If all positions are filled, you will be unable to add yourself to the waitlist until a seat opens up.

How many classes can I wait list for?

You can only be waitlisted for a total of six hours, which is typically two courses.

When should I use the “*swap*” function?

Generally, the swap function of PeopleSoft allows you to exchange your seat in one class for an open seat in another. The “*swap*” option allows you remain in one class while wait listed in a second class. If you are enrolled from the wait list, the original class will be dropped automatically.

“*Swap*” should be used in the following scenarios:

- If you are already enrolled in another section of the same class for which you wish to wait list (in other words, you are seeking the same class, but at a time that is better for your schedule;
- If you have a time conflict between an enrolled section and the class section for which you want to waitlist;
- If you are already enrolled in the maximum number of credit hours for a term and want to still get in a wait listed class.