

## Waitlist

If a student selects a class that is closed (the enrollment limit has been reached), they may choose to place themselves on the waitlist, and are then notified of their position on the waitlist for that class. When a seat opens, a process goes through the waitlist in order of position number and places the first qualified student in the class.

The Waitlist will by-pass a student if:

- They are already enrolled for another section of the same course or if the day/time of the waitlisted class conflicts with another class for which they are enrolled. When adding themselves to a waitlist, students should check their schedule for either of these conditions, and set up the transaction as a waitlist/swap. This instructs PS to drop the conflicting class and add the waitlisted class.
- If the class has a certain number of seats reserved for a particular population (“reserve cap”) and the student is not part of the designated population

Students may waitlist themselves for more than one section of the same course.

Students cannot waitlist a class if they have not met the prerequisites/co-requisites

If a student changes their mind, they can drop themselves from the waitlist.

### *Common Questions*

***“The class is marked open and I am #1 on the waitlist. I have no holds or class conflicts. Why won’t it put me in?”***

- The class probably has a “reserve cap” for which seats are available, but you are not in the designated population.

***“I am not being enrolled for my waitlisted class because I have a time conflict (or I am enrolled in a different section). What do I do?”***

- At this point, you must either remove the conflict by dropping the conflicting class OR you must drop yourself from the waitlist and re-add yourself by setting up the transaction as you would a swap (as a “waitlist/swap”). Unfortunately, this will place you at the bottom of the waitlist since you are now the last student added to it. There are no other options, and if you do nothing the process will continue to bypass you.