

Waitlist FAQs

Setting up the Waitlist

How does a department allow waitlisting on a section?

The department enters a WL maximum on the section.

How does a waitlist work on a lecture/ lab/ recitation combination of CRNs?

The WL maximum can be entered on **either** the lecture, **or** the lab/recitation. The waitlist cannot be created on both the lecture and the lab/recitation.

This alleviates difficulties when students who are already in the lecture want to waitlist a preferred lab or recitation.

Can a department change the WL maximum?

Yes, the department controls the number of spaces on the waitlist. However, it is important to ensure that the maximum enrollment for the section never exceeds the room capacity.

Classroom availability is always limited, and having to move a section to a different location because of class size is difficult.

Getting on the Waitlist/Dropping from the Waitlist

How does a student waitlist a section?

See "Waitlisting a Course" under Registration Tutorials at <http://oregonstate.edu/registrar/video-tutorials>.

How is the waitlist prioritized?

Waitlist priority is by the time and date students waitlist the course, i.e. first-come, first-served.

How can a student drop from the waitlist?

A student can drop from the WL for a course at any time, via MyOSU (<https://myosu.oregonstate.edu/>).

Registering for a Course from the Waitlist

How is a student enrolled in a class from the waitlist?

The student will not be automatically enrolled.

When a seat becomes available, the next eligible student on the waitlist will receive an email to their ONID account stating that that he or she has 24 hours to log into MyOSU and enroll in the course. The clock starts when the email is sent, NOT when it is received and read.

What happens if the student does not enroll in the class after receiving the email?

If the student does not enroll within the specified 24-hour time frame, he or she will be dropped from the waitlist for the course.

Will prereqs and other requirements be checked when a student registers for the waitlist?

Waitlist checks all restrictions (capacity, major restrictions, prerequisites, maximum hours, etc...), with the following exceptions:

Duplicates: the waitlist process allows students to be enrolled in one section of a course while being waitlisted for their preferred section of that same course.

Links: the waitlist process allows students to waitlist a lab/recitation independent of the lecture. It is important to note, however, that at the time of registration both the lecture and lab/recitation will be required.

For example, if possible, the student should enroll in an open lecture and lab/recitation combination, and then waitlist the preferred lab/recitation.

Time Conflicts: the waitlist process allows students to waitlist a preferred section of a course that conflicts in time with an enrolled course. At registration, however, the student would have to resolve the conflict. If students need a time conflict override (for group midterms, for example), students should obtain it before getting on the waitlist, so that if they do receive notification of an available seat, they can register for the section without problem.

What happens if the student receives the email notification of class availability on the weekend?

The process for registering in the waitlisted course is the same, regardless of the day when the student receives the email. If the student receives the email on the weekend, there is still a 24-hour time period for registering for the section.

This is one of the reasons why arranging for necessary time conflict overrides ahead of time, and frequently checking ONID email are important for students who have waitlisted sections.

What email account will the email be sent to?

Email notifications of seat availability in a waitlisted section are sent to the students' ONID email accounts.

If a student has forwarded the ONID email account to a different email account, the email will be forwarded. However, it is the students' responsibility to respond to the email notification within 24-hours, regardless of what account the email ultimately goes to.

Is a student restricted to the number of waitlists they can sign up for?

Yes, a student will be limited to three credit-bearing courses.

How many students on the waitlist will be notified when a seat opens up? One per seat or all students on the waitlist?

The notification goes to only the number of students who—if they all choose to enroll—would meet the max enrollment of the course. The waitlist allows students to waitlist the course up to the WL max, but not all of those will be notified if there is no room in the course.

Because students have a limited amount of time to register, if they choose not to register they will be dropped from the WL. On the following day the next student(s) on the list will receive notification.

What if a CAP override is given to student #5 on the waitlist, how will that interact with the waitlist process?

Students who obtain registration overrides after they are already on the WL should register themselves for the section.

If they wait for notification, the students ahead of them on the WL will receive notifications first. If a student has a CAP override, then he or she should register. For example, if student #5 on the WL is given a CAP override and then registers for the course, he or she will be enrolled (if no other restrictions apply), even if there are other students on the WL.

Will a CAP override allow a student to automatically roll into the class?

The CAP override allows students to register for the course. Students with an override should register for the course and not to sign up for the WL.

If students are already on the WL and subsequently obtain an override, they should register directly for the class, rather than wait for notification.

Will students not on the waitlist have access to those open seats before the 24-hour wait period is over?

Yes. If the enrollment maximum, minus the number of waitlisted students, still leaves open slots, then those “open” slots are available to students not on the WL.

What will happen to waitlisted students after the first week, and with the start of the second week add process?

The waitlist process ends before the beginning of second week adds. The last planned notification will be Saturday evening of week 1, giving students 24 hours to register. The end of the waitlist does not conflict with the start of the second week add process.

The second week add process begins on Monday of week 2. If students were not able to get into sections from the waitlist can obtain a SAPR override, they can register for the course. If the department cannot approve SAPR overrides for the waitlisted class, then students will not be able to register.

Waitlist Features:

- We do not check for duplicate courses, links (lecture/lab/recitations), or time conflicts.
- Students are not forced into a waitlisted class when a seat opens. If they decide not to register for the section, their seat on the WL is opened up for others.
- With the notification process, students can make the necessary changes in their schedule to register for the waitlisted class, even if that means dropping a current registration to accommodate the waitlisted course. They can keep a lecture while waitlisting a preferred lab or recitation and possibly improving their schedule.