

Waitlist FAQs:

What happens when a seat opens?

If you are the first person on the waitlist:

You will receive an email via your CTX email account, you will have 48 hours to login to MyInfo and change your registration status from "Waitlist" to "Registered Web" for that course. If you fail to register within the allotted time, the seat will be given to the next student on the waitlist.

What if I don't want to stay on the waitlist?

You may return to your registration at any time and simply change your status from "Waitlist" to "Drop." This action will remove your name from the waitlist for that class.

What is the most important step for students to remember when using the waitlist feature?

While on a waitlist, **check your CTX e-mail every day**, otherwise, the notification of the seat opening could be missed.

Note: A waitlist status does NOT mean you are registered for the course.

How do I figure out where I am on a waitlist?

To determine what position you hold on the waitlist, log-in to MyInfo, click on "Student Detail Schedule," and chose the appropriate term. Waitlisted courses will appear, including your "Waitlist Position." If your position is 1, you will be the next student to receive a notification to register if a seat opens up.

Are all courses waitlisted?

No, not all courses have a waitlist.

When does a waitlist open?

When the course is full and qualified to have a waitlist, the first student who encounters the full class may create the waitlist by choosing to waitlist himself/herself.

What is required to be eligible for a waitlist?

You must have completed all prerequisites for the course in order to be placed on a waitlist. You may also waitlist if you have received a prerequisite override for the course. If a course requires department permission, etc., permission must be given by the instructor, the department, or the Dean so you can waitlist the course.

You will receive a standard error message on MyInfo if you attempt to waitlist and do not have all required permissions; check the course description in the catalog for more information.

Note: A waitlist status does NOT mean you are registered for the course.

What will happen when I attempt to register for a full course?

When you attempt to register for a class with no more openings, you may choose the drop-down arrow next to the course and choose the waitlist option, if applicable. Not all classes have a waitlist option; you may also encounter a waitlist that is full. You must enter the CRN on the "Register or Add/Drop Courses" screen in MyInfo to access the waitlist option.

Can an instructor add me to the waitlist?

No, you are required to waitlist yourself. You are also required to register yourself prior to the first class meeting if you have been notified that a seat is available.

If I choose to be waitlisted for a course, does it show up on my registration?

Yes, if you choose to be added to the list, the course will be reflected on your schedule with a registration status description of 'WL' or "Waitlisted." You are able to see your waitlist priority in MyInfo; however, you will not be charged for the course until you are officially registered.

Note: A waitlist status does NOT mean you are registered for the course.

How will I know when a seat is available?

When a seat is available, and you are the next student on the waitlist, you will be notified via your CTX e-mail account. You have 48 hours to respond to the e-mail and register. If you do not respond to the waitlist notification, the next student on the waitlist will be notified, and you will be dropped from the waitlist.

Will MyInfo automatically register me for a course if I'm notified when a seat opens up?

No, MyInfo will not automatically register you. You must log in to MyInfo and change your status from "Waitlist" to "Registered Web."

Note: A waitlist status does NOT mean you are registered for the course.

How often will I be notified of an available seat?

The process to notify students runs each hour; however, you will receive only **one** e-mail. If there is an available seat, and you are the first student on the list, you will receive a notification in your CTX email account to register for the course. You will have 48 hours to register.

How much time do I have before the seat is given to another student?

You will have 48 hours to claim the open seat; If you do not respond, the next student in line will be notified of the opening and you will be dropped from the waitlist.

How do I register when I receive an e-mail about an available seat?

Log-in to MyInfo and change your registration status from "Waitlist" to "Registered Web" for that course.

If four seats open up in a section, will four notifications be sent to waitlisted students?

The first four students on the waitlist will be notified of the available seats. If there are only three students on the waitlist, those students will be notified and seats are reserved for them. The fourth student will not encounter the closed class error and will be able to immediately register for the course.

What is the total number of students allowed on a waitlist?

A maximum of 25 students can be on each waitlist.

What is the timeframe for remaining on a waitlist?

You may add yourself to a waitlist up until the Friday before classes begin.

Note: A waitlist status does NOT mean you are registered for the course.

Can I add myself to more than one waitlist?

Yes, you can register and be waitlisted for different courses. You may also waitlist for multiple sections. However, you need to drop yourself from all waitlists once you have finalized your schedule.

Can I get on a waitlist if there is a time conflict?

No, MyInfo will not allow you to register or waitlist for courses that have time conflicts.

Is there an option to waitlist for a course (ex. ENG 2301) and not just a CRN?

No, you may only waitlist for individual sections via a CRN.

What if I don't want to stay on the waitlist?

You may return to your registration at any time and simply change your status from "Waitlist" to "Drop."

What is the most important item for students to remember when using the waitlist feature?

Check your CTX email account every day; otherwise you may miss your opportunity to register for the waitlisted course.