

# ***AUTOMATED WAITLISTING FOR FACULTY***

## ***What is Automated Waitlist?***

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Automated Waitlisting is a feature which allows students to add themselves to a waitlist on a class that has met its maximum enrollment limit. The waitlist will record the time and date that the student placed his/her name on the waitlist. Students will be notified via BearMail, in the order listed on the waitlist, if a space becomes available.

## ***General Waitlist Guidelines***

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- Waitlist is based on a first come, first served basis
- Waitlist holds a spot in line should a seat become available – **it does not guarantee a seat** in the class
- The student in the first position will receive an automatic notification via BearMail once a seat becomes available
- The student has a 24 hour time limit after email notification to register students **are not automatically enrolled in the course**
- If registration does not take place within 24 hours from the notification, the student will be dropped from the waitlist and ~~are~~

## How it Works

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Students can waitlist using their URSA account if a course is full and has a waitlist

