What is Automated Waitlisting?

Automated Waitlisting allows students to add themselves to a waitlist for a class that has met its maximum enrollment limit. Students will be notified via Bearmail, in the order they are on the waitlist, if a space becomes available. **Not all courses will have waitlist available**. After notification, students will have 24 hours to register for the course – if no registration occurs, they will be dropped from the waitlist and the next student notified.

General Waitlist Guidelines

Waitlist is based on a first come, first served basis.

Waitlist holds a spot in line should a seat become available – <u>it does not guarantee a seat</u> in the class.

The student in the first position will receive an automatic notification via BearMail once a seat becomes available – **make sure to check your BearMail frequently!**

If notified, you will have a 24 hour time limit after email notification to register – you <u>**are not**</u> **automatically enrolled in the course.**

If you do not register within 24 hours from the notification, you will be dropped from the waitlist and the next student notified.

Waitlist is available up to the last day to add a class **in URSA**; regular late add procedures will apply after this point.

Any registration restrictions such as holds, pre requisites, co requisites, cohorts, time conflicts, etc. will still apply before being able to add yourself to a waitlist.

You cannot waitlist for a section of a course you are already registered for; you also cannot waitlist for more than one section of the same course.

Waitlist Registration

You can waitlist using your URSA account if a course is full and has a waitlist option. If a course has a waitlist option, it will show in the course schedule as

Select the Find Classes tab and search for a class (or enter the CRN number, if known, in the