Waitlisting for Students

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Understanding Waitlisting

Waitlisted courses may be found at http://www.coastal.edu/registrar/waitlist.html.

Registration waitlisting allows students to add themselves to a queue (waitlist) when a class section they wish to register in is closed. Then, if a seat becomes available in the section, the system uses the queue to automatically enroll the next student in line into the section.

This process will run each weekday evening, shortly after midnight. If a student is unable to be registered due to a registration conflict (having a hold, scheduling conflict, etc.) on the first evening’s attempt, the student will remain on the waitlist and have one business day to resolve the conflict. The next evening, the system will try and register the student a second time. If that attempt is successful, the student will be registered in the class. If that attempt is unsuccessful, then the student will be removed from the waitlist.

Some important information regarding the operation of waitlists:

- Waitlisting can only be selected once a class is full or a waitlist has already been started.
- Joining a waitlist does not guarantee that a seat will become available in a class.
- After joining a waitlist, students can see their place on the waitlist, or remove themselves from the waitlist, using WebAdvisor’s “Manage My Waitlist” menu under the “Registration” header.
- Once a waitlist has been started, students on the waitlist have priority on any seats that become available. This means that students will not be able to directly register for a class that has open seats if a waitlist exists. Students on the waitlist will have first priority on the seat(s).
- After seats become available in a section that has a waitlist, the system will automatically attempt to register the next student on the waitlist into the course section (shortly after midnight following the night that the seats opened up).
- If that registration is successful, the student will receive an email indicating that the automatic registration occurred. The student should then check his/her new schedule, to determine if any other adjustments need to
be made after the new course was added. If so, the student should meet with his/her Academic Adviser to ensure that the planned adjustments will apply to his/her degree program.

- If the registration attempt is unsuccessful (due to a registration rule being failed, etc.), the system will then move to the next available student on the waitlist. The student who was unable to be registered will maintain his/her original position in the waitlist, but only until the next unsuccessful waitlist registration attempt. After that occurs, the student will be removed from the waitlist entirely.
- Special Permission forms cannot be used to gain entry into a waitlisted course while waitlisting is in effect.

Therefore, it is critical that when students choose to join a waitlist, they also ensure that there are no issues that would prevent a registration from occurring in the waitlisted class.

Typical registration rule failures include:

- Having holds on their accounts (financial, registration, records related, advisement, holds that limit hours, etc.)
  - Students can view the holds on their accounts using WebAdvisor’s “View Person Holds/Restrictions” menu.

- Missing prerequisites or corequisites for the waitlisted course

- Having a scheduling conflict with a class currently on the student’s schedule

- Having already taken, *or being currently registered for*, another section of the same course

- Students who have already placed out of a course by placement examination score cannot waitlist a lower level course.

- Students may elect to either join a waitlist or register in another section, but cannot do both.
How to Join a Waitlist

- Using waitlisting works the same way registration does, by first selecting the section in which you would like to enroll. This is done via the “Register for Sections” and/or “Register and Drop Sections”

- Once the section search has returned the section you seek click the “Select” box to add that section to your “Preferred Sections” list.

- After selecting a section or sections to be added to your “Preferred Sections” list you will be taken to the “Register and Drop Sections” screen. If you have previously added preferred sections you can access this screen directly through the “Register and Drop Sections” link under Student Menu → Registration. Once at the “Register and Drop Sections” screen you can choose what action you wish to take next. Your available actions are:
  1) Register
  2) Remove from List
  3) Waitlist
You may “Register” for any class in which there is seat availability and you meet all registration requirements. If, for any reason, you do not meet one or more registration requirements you will receive an error message detailing the nature of the requirement and what steps need to be taken to resolve the issue.

You may “Remove from List” any class that is current on your Preferred Sections list. This action simply removes the class from your Preferred Sections, you may re-add it at any time via the “Register for Sections” link.

You may “Waitlist” any class that is currently closed or waitlisted and for which waitlisting is active. During the Spring & Summer 2015 semester that includes any 100 level Math class and STAT 201/L. If you attempt to “Waitlist” a class for which this action is unavailable you will receive an error message indicating as much (see screenshot below).
If you elect to “Waitlist” a course you will see a confirmation screen such as the one below, detailing both the courses in which you are registered as well as the courses for which you have been waitlisted.

Sample Confirmation Email:

This message is to confirm that a seat became available in:

Section: MATH*160  
Section Title: Calculus I  
Term: XX/XX

Since you placed yourself on a waitlist for that course section, and you were the next person in line for a seat, you have been automatically enrolled.

Please review your new schedule, and work with your Academic Adviser, to determine if there are any additional adjustments that will need to be made as a result of this action.

The Office of the Registrar  
registrar@coastal.edu  
843-349-2019
Determining your Waitlist Ranking

Using the “Manage my Waitlist” screen you can see both the total number of students on the waitlist as well as your place among those students.

Remove Yourself from a Waitlist

If you wish to remove yourself from a waitlist you can adjust your status on a waitlist via the “Manage My Waitlist” link under Student Menu → Registration. This screen will allow you to take yourself off a waitlist if you determine you no longer need enrollment in that section.