

## **WAITLIST FACTS**

### **What is Waitlist?**

Waitlist is a computerized function that allows students to place themselves on a waiting list when a course is full. If you are on a Waitlist and space opens, you will be notified through your Stockton email. You will then be able to register for the course.

### **Do all courses have a waiting list?**

No. Beginning with the Fall 2009 registration, only program courses within the Schools of Natural and Mathematics (NAMS) and Business (BUSN) will have the waitlist capability.

### **How will I know if a course has a Waitlist?**

A positive number will appear under the columns **WL Cap** (Waitlist Capacity), **WL Act** (Waitlist Actual) and **WL Rem** (WL Remaining) on the Look-Up Classes menu. If there are zeros in these columns, the course does not have a waiting list.

### **How do I put myself on a Waitlist?**

Putting yourself on waitlist is similar to registering for a course:

From the Look-Up Classes menu search for the course; if it is full and there is a Waitlist available, write down the CRN number  
Click on Return to Menu on the top right side of the screen  
Go to the Add/Drop Classes menu  
Select the correct Term and click Submit  
Enter the CRN for the Waitlist course  
Click Submit Changes  
A "Registration Add Errors" message will appear  
From the drop down menu in the Action column for the course, choose: Waitlist  
Click on Submit Changes  
Verify the course status ("Waitlist" or "Web Registered") under Current Schedule

### **I followed the instructions above and the computer won't let me put myself on a Waitlist. What happened?**

You will receive a Registration Add Error Message that specifically indicates the reason you cannot put yourself on the Waitlist. The Waitlist may be full, you may not have met the requirements, etc.

### **How will I know my position on the Waitlist?**

Your position number will be indicated next to Waitlist Position on the Student Detail Schedule.

### **Once a seat becomes available, will I be registered for the course?**

No. When a seat becomes available, you will be notified through your Stockton email. It is your responsibility to register for the course within the timeframe noted in the email. If you do not register for the course within the timeframe, you will be removed from the Waitlist and you will not be able to register for the course. You will also be responsible for dropping any courses that you do not want as a result of registering for the waitlisted course.

### **How do I register for a course when I receive email notification that a seat is available?**

Go to Add/Drop Classes

From the drop down menu under the Action column next to the course, choose "Web Register"

Click on Submit Changes

### **How do I remove myself from a Waitlist?**

Go to Add/Drop Classes

From the drop down menu under the Action column next to the course, choose "Drop"

Click on Submit Changes

### **Can I be on a Waitlist for more than one section of the same course?**

No. You can only be placed on a Waitlist for one section of the same class.

### **Can I be on a Waitlist for a course that has a time conflict with another course that I am currently registered in?**

Yes. As long they are different courses.

### **Can I be on a Waitlist for a course that I have not met the pre-requisite, co-requisite or other registration restriction?**

Waitlist checks for restrictions and will not allow you to place yourself on the list, unless you receive an electronic permit from the instructor. Once the instructor issues the permit, you will be able to place yourself on the Waitlist.

### **How often is Waitlist updated?**

Waitlist will be updated several times throughout the day during registration. It is important that you check your email frequently so that you may register for the course before the deadline.