

## **Wait List Student FAQ**

### ***How do I join a wait list?***

If a class (CRN) for which you are attempting to register is full, you will be given the option to add yourself to a wait list. The option comes back as an error message, stating the class is closed and indicating the number of students currently on the wait list. To be added to the wait list, select "Wait list" from the drop down box and click on "Submit Changes" button. Your registration will display the changes.

### ***What happens when a seat opens?***

Wait list notifications begin when registration is open to all students. If you are the first person on the wait list, an e-mail will be sent to your Bryant e-mail account stating you have 48 hours to access your registration and change the status from "Wait list" to "Web Registered". If you do not take action, you will be removed from the wait list, and the next student on the list will be able to take advantage of the opening.

### ***What if I don't want to stay on the wait list?***

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

### ***What is the most important item for students to remember when using the wait list feature?***

While on a wait list, check your Bryant e-mail every day, otherwise, the notification of the seat opening could be missed.

### ***Are all sections of a course wait listed?***

No, all courses do not have a wait list. Courses without a wait list include: All freshmen level courses and 200 level courses in history, political science, psychology, sociology, literary and cultural studies, science and science labs as well as all language courses. Once all students are registered including incoming freshmen, these courses may have wait list seats added to them.

### ***What is required to be eligible for a wait list?***

You must have completed all prerequisites for the course in order to be placed on a wait list. You may wait list if you have received a prerequisite override for the course. If a course requires department permission, etc., permission must be given by the instructor or the department, so you can wait list the course. You will receive a standard error message on Banner web if you attempt to wait list and do not have all required prerequisites. Students are responsible for reviewing course descriptions for specific prerequisite information.

### ***Can an instructor add me to the wait list?***

No, you are required to wait list yourself. You are also required to register yourself once you have been notified that a seat is available.

### ***If it appears that there are available seats, why can't I add the class?***

Some courses appear to have open seats, however, if a course has students on a wait list, those seats are reserved for the students on the wait list. If the class wait list drops down to zero on the wait list, the class will re-open for new enrollments.

### ***If I choose to be wait listed for a course, does it show up on my schedule?***

Yes, if you choose to be added to the wait list, the course will be reflected on your schedule with a registration status description of "Wait listed."

***How will I know when a seat is available?***

When a seat is available, and you are the next student on the wait list, you will be notified via your Bryant e-mail address when wait list notifications are initiated. You have 48 hours to respond to the e-mail and register. If there is no response, you will be automatically dropped from the wait list and the next student on the wait list will be notified.

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

No, Banner will not automatically register you. You must log in to your Banner account and change you status from "Wait list" to "Registered Web."

***When will the e-mail notification process begin?***

The notification process will not take place during the initial registration. Once all students have been issued a new time ticket to make changes on the web, the notifications will begin to go out if a seat becomes available. For the Spring semester, the notifications will go out beginning on the Monday before Thanksgiving. For the Fall semester, the Monday after first semester freshmen (01) register.

***How often will I be notified of an available seat?***

The process to notify students runs every 30 seconds; 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 Bryant e-mail account to register for the course. You have 48 hours.

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

Each student has 48 hours to claim the seat. If you do not respond, the next student in line will be notified of the opening and you will be dropped from the wait list.

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

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

***If seven seats open up in a section, will seven notifications be sent to wait listed students?***

Yes, the first seven students will be notified of the available seats. If there are only six students on the wait list, all six are notified and seats are reserved for them. The seventh student will not encounter a wait list and will be able to immediately register.

***What is the total number of students allowed on a wait list?***

It depends on the size of the section, but the maximum for any section will be 15.

***What is the time frame for remaining on a wait list?***

You may add yourself to a wait list until noon on the Friday before classes begin, then all wait lists are closed. You must drop yourself from all wait lists once you have finalized your schedule.

***Can I add myself to more than one wait list?***

Yes, you can register and be wait listed for different sections of the same course. You may also wait list for multiple sections. However, you need to drop yourself from all wait lists once you have finalized your schedule.

***Can I get on a wait list if there is a time conflict?***

Yes, you will be allow to wait list for courses that have time conflicts, but you must clear these time conflicts when you are notified of an available seat before finalizing your schedule. The system will not allow you to register with time conflicts.

***Is there an option to wait list for a course (ex. FIN 201) and not just a CRN?***

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

***What happens to the wait list once classes begin and during the add/drop period?***

Once classes begin and during add/drop students are responsible for contacting faculty to see if there is an available seat. Students are allowed to drop courses online for the two week drop period, but must get an instructor signature on an add form to add into a class during the first week. These forms will need to be processed in the Registrar/Academic Records office during the first week of the semester. Students should not drop a course off their schedule until they have their add slip signed with a faculty signature for a new course.