

Waitlist Policy

Banner Registration allows students to add themselves to the waitlist if a course is closed and the section has waitlist seats available. If a seat opens in the course, the student in the first position on the waitlist will be sent an email notifying them of the opportunity to register. The student must register in Banner/Course Scheduler within 24 hours of notification or they will be dropped from the waitlist. The seat will continue to be offered to the next student on the waitlist until filled. For students to take advantage of this opportunity, these additional policies have been implemented:

- Students must meet any course or section restrictions, and prerequisite or corequisite requirements, to be considered eligible to waitlist.
- Students are granted a waitlist position in the order in which they attempt to waitlist the course.
- Students will be permitted to waitlist a course with a time conflict on their schedule, to allow for scheduling flexibility, but the conflict must be resolved prior to registration.
- It is the students' responsibility to check the status of the waitlist, monitor university email, and register in Banner/Course Scheduler before the deadline.
- If a student has already registered for one section of a course, the student may not enroll in a waitlist for a different section, as they have already secured an available seat for that course.
- Students may not waitlist a course if a registration hold exists.
- If a seat opens on the last day of add/drop, the student will be sent an email notification with the opportunity to register by 11:59 p.m. that day, instead of the typical 24-hour window.
- Being on a waitlist does not guarantee registration in the class or that a new section will be made available for the same time or instructor.
- Students on a waitlist are not officially enrolled in that course, are not eligible to receive a grade in that course and are not charged tuition or fees until registered.
- Students who no longer wish to remain on the waitlist should drop their waitlist status.
- Departments have the right to increase course capacity to allow specific students to enroll in the classes. This will not affect the waitlist positions.