What is Automated Waitlisting?

Automated Waitlisting allows students to add themselves to a waitlist for a class that has metits maximum enrollment limit. Students will be notified via Bearmail, in the order they are onthe 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 – **it does not guarantee a seat** 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 **are not 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 FULL under status, with information about waitlist:



Status

🔴 FULL: 0 of 40 seats remain.

🔴 FULL: 0 of 40 seats remain.
🔻 15 of 25 waitlist seats remain.

- Log in to URSA, click on "Student" tab, select "Register, Add or Drop/Withdraw Classes"
- Select "Register for Classes", then select Registration term, Submit

- Select the Find Classes tab and search for a class (or enter the CRN number, if known, in the Enter CRNs tab)
- Click Add in order to waitlist - it will show on your course Summary as *Pending.*
  If you select Registered-Web for a course that is full and has a waitlist, you will receive an error in the top right corner like this example: Closed – 0 Waitlisted. This example tells you that there are zero students on the waitlist so far, and you will be in the number one position.

  MUS 150 CRN 16261: Closed - 0 Waitlisted

- Select "Waitlisted" on the drop-down menu. You MUST click on "Accept/Submit". Once saved, your course will show as *Waitlisted*

| Title | Details | Cred | CRN | Schedule Typ | Status | Action | |
|-------|---------|------|-----|--------------|--------|--------|---|
| History of Rock and Roll | MUS 150, 001 | 3 | 16261 | Lecture | Pending | Waitlisted ▲ | |
| College Composition | ENG 122, 420 | 0 | 16262 | Lecture | Waitlisted | Registered-Web | |
| | | | | | | Remove | |
| | | | | | | Waitlisted | |

Total Hours | **Registered**: 0 | **Billing**: 0 | **CEU**: 0 | **Min**: 0 | **Max**: 17

**ACCEPT/SUBMIT**

- If you are notified of an available seat, return to Class Schedule and select "Registered-Web" in the drop down, then Accept/Submit in order to register for the class.

- To remove a waitlisted course from your schedule, go back to the current schedule and select "Drop-Web" in the drop down, then Accept/Submit. *Please drop courses you no longer want, as a courtesy to other students wishing to waitlist.*

- To check your position on the waitlist, refer to your Detail Schedule in the registration area in URSA.

  **College Composition - ENG 122 - 420**
  **Associated Term:** Fall 2020
  **CRN:** 16262
  **Status:** Waitlisted on Oct 08, 2020
  **Waitlist Position:** 1
  **Notification Expires:**
  **Assigned Instructor:**
  **Grade Mode:** Standard Letter (A-F, I, UW)
  **Credits:** 0.000
  **Level:** Undergraduate
  **Campus:** Main Campus State Funded

- If you have been notified of an available seat, the Detail Schedule will then remind you of the date/time you need to be registered by to avoid being dropped from the waitlist.

  **Principles of Psychology - PSY 120 - 100**
  **Associated Term:** Fall 2020
  **CRN:** 16263
  **Status:** Waitlisted on Oct 15, 2020
  **Waitlist Position:** 0
  **Notification Expires:** Oct 16, 2020 04:25 pm
  **Assigned Instructor:**
  **Grade Mode:** Standard Letter (A-F, I, UW)
  **Credits:** 0.000
  **Level:** Undergraduate
  **Campus:** Main Campus State Funded

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