

What is Automated Waitlisting?

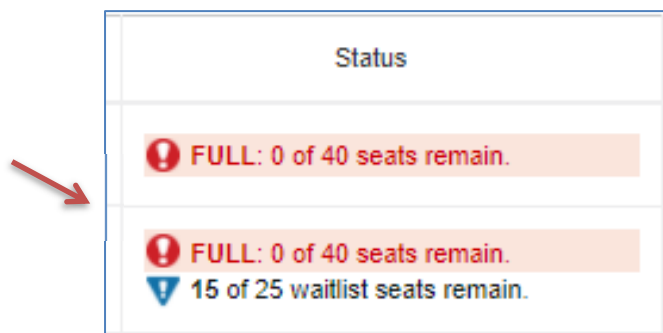
Automated Waitlisting allows students to add themselves to a waitlist for a class that has met its maximum enrollment limit. Students will be notified via Bearmail, in the order they are on the waitlist, if a space becomes available. **Not all courses will have waitlist available.** After notification, 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 will be 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:



- Log in to URSA, click on “Student” tab, select “Register, Add, Drop/Withdrawal”
- Select “Register: Add/Drop/Withdraw”, then select Registration term, Continue.
- 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 “Submit”. Once saved, your course will show as *Waitlisted*

The screenshot shows a 'Summary' page with a table of courses. The first row is 'Principles of Psychology' (PSY 120, 001) with a status of 'Pending'. The second row is 'Psychology Field Experience' (PSY 491, 970) with a status of 'Registered'. A dropdown menu is open for the 'Action' column of the 'Pending' course, showing options: 'Waitlisted', 'Registered-Web', 'Remove', and 'Waitlisted' (highlighted in blue). At the bottom, there is a 'Submit' button and a status bar showing 'Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 17'.

- 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 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 Schedule Details tab in your Registration.

The screenshot shows the 'Schedule Details' tab for a course. The course is 'Scientific Writing' (SCI-Science 291 Section 970) and is marked as 'Waitlisted'. The message states: 'Message: Waitlisted | Hours: 0 | Level: Undergraduate | Campus: Off Site State Funded | Schedule Type: Lecture | Instructional Method: Online | Grade Mode: Standard Letter (A-F, I, UW) | Waitlist Position: 1'. The schedule dates are 01/08/2024 to 05/05/2024, with a schedule of S M T W T F S. The type is 'Online' and the location is 'None'. The instructor is 'No specified Instructor' and the CRN is 21689.

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

The screenshot shows the 'Schedule Details' tab for a course. The course is 'Principles of Psychology' (PSY-Psychology 120 Section 001) and is marked as 'Waitlisted'. The message states: 'Message: Waitlisted | Hours: 0 | Level: Undergraduate | Campus: Main Campus State Funded | Schedule Type: Lecture | Instructional Method: Face to Face | Grade Mode: Standard Letter (A-F, I, UW) | Waitlist Position: 0 | Notification Expires: 02/10/2024 08:30 AM'. The schedule dates are 01/08/2024 to 05/05/2024, with a schedule of S M T W T F S. The time is 09:05 AM - 09:55 AM. The type is 'Class' and the location is 'None'. The instructor is 'Darling, Ryan (Primary)' and the CRN is 22067.