### **Automatic Waitlist FAQ**

# How do I register for the Waitlist?

If a course is closed but seats are available on the waitlist, you will be offered the option to add yourself to the waitlist. You will be able to see your position on the waitlist. Most courses have a first in/first out waitlist.

#### What if I am offered a seat off the waitlist?

If offered a seat off a waitlist, you will be notified through your official Stetson email address that you are eligible to enroll in the course. You have 24 hours from the time the email is sent to log in to My.Stetson and click the drop down by the waitlisted course and choose the register option. If you do not register for the course in this timeframe, your seat will be given to the next person on the waitlist. Be diligent and check your e-mail every day to see if you are offered an opportunity to add the course.

#### Can I waitlist for more than one section of a course?

You can only waitlist for one section at a time. You will have to drop your current section before you can add a different section. Once you drop, you will lose your spot on the waitlist. Think carefully and check your schedule before changing sections.

# Can I register for a course and waitlist on a different section?

You can either register or waitlist a course, but not both.

## What are my chances of being offered a seat from the waitlist?

You can view how many students are on the waitlist. Go to the <u>Class Search</u>. The WL Act (Waitlist Actual) column shows the number of students on the waitlist. Take a moment to look at other sections and see if you can improve your position on a waitlist by registering for a different section. Check carefully before switching, once you drop from a section you lose your spot on the waitlist.

## Can I be on a waitlist if I am registered full-time?

You can be on a waitlist if registered full-time. If offered a seat and already registered for 16 hours or more, you will need to drop a course prior to clicking the dropdown of the waitlisted course and registering.

## Do restrictions apply to the waitlist?

Any registration restrictions that apply to a class also apply to the class waitlist.

### Can I waitlist for a section that meets at the same time of a registered course?

You cannot waitlist on a section that has a time conflict with a course on your schedule.