

## WAITLIST GUIDELINES

### Baseline Functionality

1. The waitlist becomes active once a section reaches its maximum enrollment capacity. (*Provided the section has an integrated waitlist*)
  2. Waitlisting is available from the start of the registration period through the last day to add for each section.
  3. During the add period, students may waitlist; however, faculty authorization is required to complete enrollment.
  4. Students must clear prerequisites, free of registration holds, repeatability restrictions, and approval of overload to join a waitlist. (*Note: waitlist will not check for course time conflict as it allows students to shift their schedule as desired.*)
  5. Students may waitlist only one section of a course at a time. Waitlisting additional sections of the same course is not permitted.
  6. Students currently enrolled in a course are not allowed to waitlist another section of that same course. However, students who are waitlisted in a course are allowed to enroll in a different section. This flexibility supports course exploration while maintaining enrollment security.
  7. Once a waitlist has been activated, students must join the waitlist even if open seats become available—they cannot enroll directly.
    - Example: English 101 has two students on the waitlist with 10 available seats. In order to enroll in the section, students must waitlist first and be “auto-enrolled” into the section if they meet all enrollment conditions.
- 

### Waitlist Auto-Enrollment

1. Waitlisted students will be automatically enrolled in a section when space becomes available. This process typically runs daily at approximately 3:00 AM.
  2. Auto-enrollment follows the order of students on the waitlist roster.
  3. Students with registration restrictions will not be auto-enrolled but will remain on the waitlist queue until the restriction is resolved. The next eligible student in the queue will be enrolled instead. Common registration restrictions include:
    - Active registration holds
    - Time conflicts with other enrolled courses
    - Course repeatability limitations
    - Exceeding unit limits
    - Existing enrollment in the same course
- 

### Waitlist & Student Notifications

1. Students confirm their waitlisted position in Self Service and are notified via email upon successful auto-enrollment.
  2. Students have access to review their waitlist rank and potential waitlist movement in Self Service.
  3. Any updates to a student's registration status will trigger an immediate notification.
- 

### Faculty & Administrative Considerations

1. Waitlist functionality is managed by Divisions and may be enabled or disabled per section. Faculty may request activation if a section does not currently have a waitlist.
2. Waitlist capacity is determined by the respective Division.
3. Changes in student registration activity throughout the registration cycle may affect auto-enrollment eligibility, including cases where enrollment restrictions emerge or are resolved.