It is the student's responsibility to manage his/her waitlist. You can see your current rank in the waitlist in **Self-Service** under "Plan & Schedule".

- Once a class fills its seats to the limit, a waitlist is created. Although you may see an open seat - you may only add yourself to the waitlist.

- As seats become available, students WHO ARE ELIGIBLE FOR THE CLASS will be rolled automatically into the open seats. An email will be sent to you when this happens. You have two days to complete your registration and pay for your class. Failure to pay on time causes you to lose the class and your place on the waitlist.

- It is your responsibility to check your email every day to see if you have been moved from the waitlist into an open seat.

- Classes do not always allow waitlisting. The class registration in Self-Service may or may not allow you to get on the waitlist.

- Some waitlists may have a maximum limit. If you cannot add yourself to the waitlist, then the waitlist is full. As a courtesy to other students, please drop yourself from the waitlist if you no longer plan to take the course.

- When you are on waitlisted for a class, you may reach out to the instructor by email to request online add authorization.

- Once a section starts, the automatic roll-over process stops. However, students waitlisted for the late-starting classes will continue to be rolled into open seats.

- Once a section begins, students may still add themselves to the section; however, the registration system will require an **ADD AUTHORIZATION** in order to register, which you must obtain from the instructor. If the instructor issues you an online add authorization, you will be able to complete your class registration during the add period (as of the first day of class and up until the end of the add period for the class). After the class is added, pay immediately.

NOTE -- YOUR NAME WILL REMAIN ON THE WAITLIST AND NEVER ROLL INTO AN OPEN SEAT IF:

- You do not meet the prerequisite (make sure your Prerequisite Clearance has been processed by Counseling)

- You are repeating a course for the third time

- You need an overload petition

- There is a class conflict