

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.