

ENROLLING ONTO WAIT LISTS

How does wait list work?

- Wait lists are set on select courses. Not all courses will have a wait list available.
- Once a class reaches its maximum enrollment, eligible students who attempt to add the class will have an opportunity to enroll onto the wait list.
- Students are permitted to wait list up to 7 credit hours.
- If a seat becomes available in the class, students on the wait list will be enrolled into the course.
 - Students will receive an email via their WCU email account letting them know if they were enrolled into the course.
 - Students will receive an email via their WCU email account letting them know if an attempt was made to enroll them into the course and what prevented their enrollment.
 - It is the students' responsibility to make the necessary changes to their schedule to allow for enrollment next time a seat becomes available or drop the wait listed course.
- The last day students are able to enroll onto a course's wait list is the Friday before the start of classes.
- If students are no longer interested in being on a wait list, **it is the students' responsibility to drop the course.**
- The wait list process will continue to run throughout the Add/Drop period.

Important things to know about the wait list:

- The last day to enroll onto the wait list is the Friday before the start of classes.
- You must **drop** a wait list request if you no longer want to take the course.
- The wait list is prioritized based on the date students enroll onto the wait list. The wait list process will try to enroll students based on their position on the wait list. Below are some reasons why students may not be enrolled into the class:
 - The wait listed course meeting pattern conflicts with another course the student is enrolled in.
 - Enrolling the student into the wait listed course would cause the student to exceed the maximum allowable credits (18 credit hours for full-time students during fall & spring and 11.50 credit hours for part-time students during fall & spring).
 - The student is enrolled in another section of the wait listed course.
- If the wait list process attempts to enroll a student into a class and is unable to because of one of the above reasons- the system will send the student an email making them aware of the conflict.

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Swapping an enrolled course with a wait listed course

- Log-in to your myWCU account at <http://my.wcupa.edu>
- Click on the “**Enroll in a Class**” link
- Select the term in which you want to enroll and click on the green “**Continue**” button.
- Click on the *Swap* tab.



- Under **Swap This Class**, select the course you want removed from your schedule when you are enrolled in the wait listed course.
- Under **With this Class**, search for classes by clicking on the green “**search**” button.
 - **Be sure to uncheck the “Show open classes only” box in the search criteria.**
- Select the class by clicking on the green “**Select**” button and then the “**Select Class**” button.
- **Be sure to check the “Wait list if class is full” box.**



- Click the green “**Next**” button.
- Review the *Swap* information and click the green “**Finish Swapping**” box.

Adding yourself to a wait list

- Log-in to your myWCU account at <http://my.wcupa.edu>
- Click on the “**Enroll in a Class**” link, select the term in which you want to enroll and click on the green “**Continue**” button.
- Search for classes by clicking on the green “**search**” button.
 - **Be sure to uncheck the “Show open classes only” box in the search criteria.**
- Select the class by clicking on the green “**Select**” button and then the “**Select Class**” button.
- **Be sure to check the “Wait list if class is full” box** then clicking the green “**Next**” button.
- Click on the green “**Proceed to Step 2 of 3**” button.
- On the next page, click on the green “**Finish Enrolling**” button.
 - You should see a green “check mark” and a message explaining that the course is full and that you have been placed on the wait list and in what position.