

## All About Waitlists

If a student wants to register for a class, but the class is already full, the student usually has the option to put themselves on a waitlist for the class. *Waitlists require the student to be pro-active and monitor their schedules carefully.*

### Automatically moving from the Waitlist to the “Enrolled” list.

- Enrollment from the waitlist (WL) between the registration period and the first week of class is “automatic,” meaning that if anyone drops the course, students on the waitlist automatically move up. For example, if a student is #1 on the WL, and someone drops, that student will automatically be enrolled. Everyone else on the WL will move up one.
- Another way for students to get enrolled from the WL between registration and through the first week of class is if the instructor decides to open up more seats. For example, if the instructor opens 5 more seats, then the first 5 people on the WL are automatically enrolled.
- Some of the CAM WLs are **prioritized**. This means that majors usually get moved up quicker than non-majors, seniors move up before lower classmen. So if a student notices their position moving down, rather than up, that's probably why.

### Still on the waitlist on the 1<sup>st</sup> day of courses?

- If the student is still on the WL on the first day of the class, they are encouraged to **go to class**, and sit through the lecture. Sometimes, the instructor will address the WL issues during the lecture. If not, students may approach him/her after the lecture, and ask what the likelihood of folks on the WL getting in is. If it is an **on-line class**, students should be able to log in to the class beginning the first day of classes. The student is then encouraged to email the instructor to ask about the waitlist.
- Students may still drop this course during the first week, thus allowing students on the waitlist to automatically enroll in the course.

### Still not enrolled in the course at the end of the 1<sup>st</sup> week of courses?

- At the end of the first week of classes, the WLs are dropped. That means any student still sitting on the WL after the first week of class will automatically get dropped – completely. It won't show up on their schedule anymore.
- Once the waitlist is dropped, it is at the instructor's discretion to allow students into their class. There is no requirement that they have to let even one more student in. They do it out of the kindness of their hearts.
- After the waitlist is dropped the instructor may sign individual students into the course using a Schedule Adjustment Form (available in ARTS 177, NC Service Center, and electronically at the Registrar's website under “Forms” link).
  - The student completes their information, the course information (be certain to include the correct course number and section number), obtains the instructor's signature, and submits the completed form to the NC Service Center for processing.
- If you were dropped from the waitlist at the end of the first week of courses and were not able to get into the course, you may be eligible for the “Course Reservation Program.” Please see the **Registration Handbook** at [www.cudenver.edu/Registrar](http://www.cudenver.edu/Registrar) for additional information.

### Additional Important Information.

- If you are waitlisted for a course and decide that you no longer want to take the course, be certain to drop the course through the SMART system and print out a new copy of your schedule. If you automatically move from the waitlist to being enrolled and never attend the course, you may end up with an “F” at the end of the semester.
- Also see the “Registration Handbook” on the Registrar's website for additional information about waitlists and other registration questions: [www.cudenver.edu/Registrar](http://www.cudenver.edu/Registrar).