

Topics in Advising

Waitlists

Introduction:

A student registering for courses has the ability to add themselves to the waitlist if the class is full. A student will be added to the class if a seat opens and they are the first on the waitlist. There is **no** guarantee that waitlisting a course will result in being added. Students are encouraged to be proactive to increase their chances of being registered. Waitlisted students are not automatically added to the course.



Process:

1. To be added to a waitlist, you must first have a **valid enrollment appointment** and be able to register for courses in general.
2. After adding a class to a student's enrollment cart, the "add to waitlist" box must be checked before completing the enrollment steps.
3. For a how-to video, click [here](#).
4. To confirm your position on the waitlist, click on "My Class Schedule" under the Academic tab in Student Center in MySSU. In the list view, you can see your position on the waitlist for the course.
5. If a seat does not open up by the end of the add/drop period (end of week 2), the course will be dropped from your class schedule list and the waitlist closes.



Things to Consider:

We encourage you to connect with an academic advisor to talk through the pros, cons, and strategies related to waitlists. In the meantime, here are some important items to consider before waitlisting a class.

- Remember, waitlisted courses **do not count** towards your unit total. Do you need additional units for financial aid or residence halls?
- Have you checked to see if a seat is open in **another section** of the same course?
- Consider if setting up a **conditional swap** would be helpful. This would swap you out of one section into another if a seat becomes available. Click [here](#) for a how-to video.
- Have you checked that you have **room in your schedule** for the waitlisted course? You will not be added if the course conflicts with another enrolled course or puts you above the unit limit.
- Too many waitlisted classes can be overwhelming. How many classes do you have time to **follow-up** on?
- How urgently do you need the course? GE (general education) courses that can be taken later may not be worth the wait. While waitlisting a **major requirement** needed to stay on track may be worth the effort.
- Have you followed up with the **professor** to see how they handle the waitlist?
- How long are you willing to wait to see if a seat opens up? Will you keep up with a **back-up class** in the meantime?
- Have you regularly **checked your schedule** in MySSU during the add/drop period to see if you've been automatically added to the course?