What are Waitlists & How Does it Help Me?

Many students have faced the dilemma of closed classes during registration. They then either have to pick another class to take during that class period, go without taking that class, or try to receive an override from the individual department. This can make understanding how to enroll in a closed class confusing.

Beginning Summer 2015 registration, UWF is piloting the waitlist feature within our registration system to help combat the confusion of trying to enroll in a closed class. Many classes will have waitlists that might not have had them in the past, and students will be able see where they are on the waitlist priority lists. The waitlist process will also be automated.

**Disclaimer:** ALL classes do not have use waitlists. Graduate level course and undergraduate directed studies, internships, field studies, cooperative education, and individual performance courses are not eligible for waitlists. In addition, only classes in Parts of Term 1, 2, 3 and 4 will have waitlists.

For additional information, please see the [using waitlists](#) webpage.

What Will I See During Registration?

This flow chart illustrates the steps that students take during the registration process that includes the possibility of being placed on a waitlist. The rules for waitlists are the same as for registration (i.e. you can’t get on the waitlist for a course if you don’t meet the prerequisite for the course).

```plaintext
Log in to MyUWF (my.uwf.edu)
Access the Registration Menu app
Choose Schedule Planner (recommended) or the Add, Drop, Withdraw option.
Attempt to register for your desired courses.

Select Waitlist option, then click “Submit Changes”.
Do you want to waitlist?

Take no action; student not registered for course.
Yes
No

Yes

Is the course closed?

Student should be registered automatically for the course. Check registration status for confirmation

Student placed on waitlist. Start checking email for available spot
```

No
In order to be placed on the automatic Waitlist, the maximum enrollment for a course must FIRST be reached.

Once you are added to the waitlist, if a seat becomes available in a section, you will receive an automatic email notification sent to your UWF STUDENT EMAIL ACCOUNT.

The Notification Letter
If a seat becomes available in a course which you are waitlisted, and you are the next person on the waitlist, you will receive an automatic email notification sent to your UWF STUDENT EMAIL ACCOUNT. It is important that you check your UWF email account frequently (at least 3 times a day) so that you will be able to see if you’ve received this notification. A sample notification is at the end of this document.

You will have 24 hours from when the email is SENT (not received or read) to register for the course. The deadline to register will be included in the notification email.

The email is the ONLY notification that you will receive regarding the availability of a seat in a class with a waitlist. It is important that you take responsibility for your own registration in the class.

How Do I Know if a Class has a Waitlist?
You can tell whether or not a class has a waitlist by checking the schedule of courses. There are three new columns that have been added to the display to help you know what your registration options are: WL Cap, WL Act, and WL Rem.

![Waitlist Table]

**WL Cap**
- Total capacity of the waitlist.

**WL Act**
- Current size of the waitlist.

**WL Rem**
- Remaining seats on the waitlist.
How Do I Register for a Waitlist?

The first steps for registering for a place on the waitlist for a class are just like if you are registering for a seat in a class.

Registering for a place on the waitlist is similar to traditional registration process.

Access the Registration Menu in MyUWF, choose your registration method, Using Schedule Planner OR using the standard Add, Drop, or Withdraw option.

If the class is closed, you will be given the option of electing to be on the waitlist.

What number am I on the Waitlist?

If you want to know what “place” you have on the waitlist, pay attention to the number of people already on the waitlist at the time of registration,

![Image](image)

then check My Classes or your detailed schedule (the one with days/times of each of your classes).

What do the Status Messages mean?

<table>
<thead>
<tr>
<th>Status</th>
<th>What it means</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed - # Waitlist</td>
<td>The course is full, but you may place yourself on the waitlist. The number will be the number of students currently on the waitlist.</td>
</tr>
<tr>
<td>Open - # Waitlisted</td>
<td>The course is full, but you may place yourself on the waitlist. The number will be the number of students currently on the waitlist. &quot;Open&quot; indicates that a seat has become available and been offered to the first student on the waitlist.</td>
</tr>
<tr>
<td>Closed - Waitlist Filled</td>
<td>You have no option for registering or waitlists. Both the course and the waitlist are full.</td>
</tr>
<tr>
<td>Open - Waitlist Filled</td>
<td>You have no option for registering or waitlists. Both the course and the waitlist are full. &quot;Open&quot; lets you know that a seat has become available and been offered to the first student on the waitlist.</td>
</tr>
</tbody>
</table>

Where do I go if I have Questions?

If you receive a registration error OTHER than a Waitlist error (ie prerequisite, departmental approval, etc.), you should contact the department offering the course. If you need assistance with waitlists, you may contact the Office of the Registrar at registrar@uwf.edu.
Important Things to Remember

1) It is **VITAL** to make sure that you do not have ANY holds on your records and that your record remains “hold free”. Holds may prevent you from registering for classes as well as placing yourself on a waitlist.

2) Waitlisting will enforce the same restrictions that apply to registration (ie you must all prerequisites or have the appropriate overrides to register for the waitlist). If you have questions about this, you should check with the departments. **You cannot waitlist for a different section of course in which you are already registered.** You cannot select the waitlist option for a different section of a course in which you are already registered.

3) You will receive **ONLY 1 email notification** of an available seat in a class. You MUST be sure to check your UWF email address frequently, or you will miss the chance to get a seat from the waitlist. If you miss your chance, you can place yourself on the waitlist again, but you’ll be last in line.

SAMPLE Email notification:

Dear John (uwf id#),

You were on a WAITLIST for 81123 ENC 1101 English Composition I. An open seat is now available and you must register for this course or remove yourself from the waitlist by 30-AUG-2014 06:59 PM.

- Log into My.UWF.edu
- Click on Student > Registration > Add or Drop Classes
- Choose “Registered Web” to add the class or “Drop (WEB)” to remove your name from the waitlist
- Click “Submit Changes” at the bottom of the page

If you fail to take action, you will automatically be removed from the WAITLIST on 30-AUG-06:59 PM. You will NOT receive any additional notification of this action. For more information on waitlists, please see [https://confluence.uwf.edu/display/public/Using+Waitlists](https://confluence.uwf.edu/display/public/Using+Waitlists)

University of West Florida
Office of the Registrar   registrar@uwf.edu