

# Using Waitlists

## Overview

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

**Disclaimer:** This doesn't mean that ALL classes will use waitlists. Directed studies, dual listed courses, internships, field studies, cooperative education, and individual performance courses are not eligible for waitlisting.

Please review the [FAQs](#) and [instructions](#) found below to determine if registering for the waitlist of a closed/full course may be beneficial to you.

## Waitlist Deadlines for Active Registration

➡ Students who are on a waitlist that is nearing its end date (see below) *may* find that waitlist availability could end before the deadline in their notification email. The deadline to take action is the **earlier** of the student's email notification deadline or the end of waitlist availability for that Part of Term. As we continue to improve waitlist efficiency, it is possible the dates below may change.

Summer 2024		
Part of Term	Waitlists Begin	Waitlists End
1, 2, 10, 96	01 Apr 2024	10 May 2024
4	01 Apr 2024	14 Jun 2024
90	01 Apr 2024	21 Jun 2024
3	01 Apr 2024	26 Jun 2024
Fall 2024		
1, 2, 91	15 Apr 2024	16 Aug 2024
92	15 Apr 2024	13 Sep 2024
3	15 Apr 2024	11 Oct 2024
Spring 2025		
1, 2, 91	04 Nov 2024	03 Jan 2025
92	04 Nov 2024	31 Jan 2025
3	04 Nov 2024	28 Feb 2025
Summer 2025		
1, 2, 91, 96	24 Mar 2025	09 May 2025
4	24 Mar 2025	13 Jun 2025
90	24 Mar 2025	20 Jun 2025
3	24 Mar 2025	24 Jun 2025

## FAQs

### What is a waitlist?

A waitlist is the process by which students may "get in line" for a class that is full. The waitlist for a course only becomes active when a course is full or has reached capacity.

### Why should I use the waitlist?

The biggest advantage to students is that they will be notified when a seat becomes available in a course that was previously closed. Undergraduate degree-seeking students have waitlist priority, with seniors having first priority.

### How do I know if a course has a waitlist?

The waitlist for a course will not become "active" until the course reaches capacity. This can be seen in the [course search](#). There are three columns that have been added to the display to help you know what your registration options are: WL Cap, WL Act, and WL Rem.

Student » Registration » Select a Term » Register for Classes

### Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 2 Classes  
Term: Spring 2019 Subject: GEB-General Business Course Number: 5871

Title	Subject	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Reserved Seats
MBA Foundations, Manag... Class Lecture	GEB	5871	0	1.5	10835	Spri...	Hawkins, Richard (Pr...	S M T W T F S - Type: Online Building: Nc	Online	<b>FULL: 0 of 2 seats remain.</b> 20 of 20 waitlist seats re...		
MBA Foundations, Manag... Class Lecture	GEB	5871	900	1.5	11268	Spri...	Hawkins, Richard (Pr...	S M T W T F S - Type: Online Building: Nc	Online	5 of 5 seats remain. 20 of 20 waitlist seats remain.	Continuing Education	

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## What is a "Part of Term"?

Please see [Understanding Parts of Term](#).

## Where can students see in which Part of Term (POT) a course is offered?

- In [course search](#), the [concise student schedule](#), or the [student detail schedule](#) - Students will not see the actual POT abbreviation. Students will see the actual dates a course is being offered. They can, however, use those dates and access the [Academic Calendar](#) to find the associated Part of Term.
- Once registered, in the [My Classes app](#)
  - Part of Term displays under each course in the [My Classes app](#)

**My Classes**

You are viewing as: Clear View As

Data updated: 43 minutes ago

Fall 2016

Register A Clicker Purchase Textbooks View Final Exam Schedule View Fees By Course

82350 - ECO2023 Principles Economics Micro (3 hours)  
Campus: Online Campus Instructor: Christopher Burkart

Start / End: 08/22 / 12/10  
**Part of Term: 1 - Full Term**  
Status: Withdraw (Staff)  
Schedule Type: Class Lecture  
Attendance confirmed - 08/29/2016

## Instructions

### How do I get on the waitlist for a course?

You may add yourself to the waitlist for a course using the standard [Add, Drop, or Withdraw option](#) (if you already know the CRN's of the courses you want to take). In **Add, Drop or Withdraw**, you must type the CRN in the box at the bottom of the page and submit. You will not be able to access the waitlist by clicking on the "Class Search" button on this page. If a course has seats available, you will NOT have the option to add yourself to the waitlist. If the course is closed, and the waitlist is available, you will have the option to select "waitlist" to be put on the waitlist.

### How do I know I'm on the waitlist for a course?

You can view information about courses for which you are waitlisted in [MyClasses](#). You will be able to see classes for which are waitlisted, your priority number, and if you are currently eligible to register and the time allotted for registration. Waitlisted classes also appear your [detailed schedule](#). More information below.

### What number am I on the waitlist?

If you want to know what "place" you have on the waitlist, check your waitlist status and priority in [MyClasses](#).

**My Classes**

Data updated: 7 minutes ago

Fall 2015

Register A Clicker   Purchase Textbooks   View Final Exam Schedule

**Waitlist:** 80723 - MAC 1111 Analytic Geom/Cal I   You can not register for this course yet. You will be notified via email if a spot becomes available.

**#2 in line**

<b>80988 - PHY2053L General Physics Lab I</b> (1 hour) Start / End: 08/24 / 12/12 Status: Registered (Web)	Campus: Main (Pensacola) Meets: R 2:30 PM - 5:00 PM Bldg/Rm: 4/450	Instructor: Unassigned	Details
<b>80984 - PHY2053 General Physics I</b> (3 hours) Start / End: 08/24 / 12/12 Status: Registered (Web)	Campus: Main (Pensacola) Meets: TR 1:00 PM - 2:15 PM Bldg/Rm: 4/210	Instructor: Christopher Varney	Details

Note regarding Undergraduate, degree seeking priorities...

Undergraduate degree seeking students have priority on waitlists regardless of when they are placed on the waitlist. Seniors have first priority. Therefore, it is possible for your priority number to change if a senior or degree student enters the waitlist queue. **You should also pay attention to the number of people already on the waitlist at the time of registration.** In the example above, you will be the second person on the waitlist.

Students can also check their status on waitlists by viewing their **Student Detail Schedule** in the **Registration Menu** app in MyUWF.

### How do I remove myself from a waitlist?

If you make a decision not to take the course for which you're waitlisted and you need to remove yourself from the waitlist, access the **Add, Drop or Withdraw** app in the Registration Menu and choose "Drop (Web)" from the action list. Then click on "Submit."

**Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
MBA Foundations: Manag...	GEB 5871, 0	0	10835	Class Le...	Waitlisted	None None Drop (Web)
MBA Foundations: Manag...	GEB 5871, 900	1.5	11268	Class Le...	Registered	

Total Hours | Registered: 1.5 | Billing: 1.5 | CEU: 0 | Min: 1 | Max: 12

**Submit**

If the capacity enrollment limit has been increased by the department that offers the course, students already on the waitlist will not be automatically notified. Students will need to watch the course for limit changes and add the course using the [Add, Drop or Withdraw instructions](#) above.

### What do the registration status messages mean?

When you attempt to register for a course that is closed/full and has an active waitlist, there are four (4) status messages you may receive:

Status	What it means
Closed - # Waitlist	The course is full, but you may place yourself on the waitlist. The number will be the number of students currently on the waitlist.
Open - # Waitlisted	The course is full, but you may place yourself on the waitlist. The number will be the number of students currently on the waitlist. "Open" lets you know that a seat has become available and been offered to the first student on the waitlist.
Closed - Waitlist Filled	You have no option for registering or waitlisting. Both the course and the waitlist are full.
Open - Waitlist Filled	You have no option for registering or waitlisting. Both the course and the waitlist are full. "Open" lets you know that a seat has become available and been offered to the first student on the waitlist.

### What kind of notification will I receive if a seat becomes available for a course that I'm on the waitlist for?

Students will receive an email via their [UWF EMAIL ACCOUNT](#) notifying them when a seat has become available in a waitlisted course.

*Example waitlist email:*

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 [Using Waitlists](#).

University of West Florida

Office of the Registrar [registrar@uwf.edu](mailto:registrar@uwf.edu)

### How long do I have to register for the course once I receive notification?

The deadline for action will be in your notification. This deadline is set **24 hours** from the time the email is SENT (not read or received). You must register for the course in which you were waitlisted or drop the course by the deadline or you will lose your opportunity to register. If you are on the waitlist for a course, we recommend you check your UWF email at least 3 times a day.

#### Adding Waitlisted Class

When attempting to register in your waitlisted class, you must first **enter the CRN** and **click 'Submit Changes'** under the Add Class Worksheet. Do not change your waitlisted class status to 'drop (web)'; this will drop the class and remove you from the waitlist.

### What happens if I don't register for the course by the deadline?

If you are on the waitlist for a course, receive notification that a seat has become available, and do not register for the course within the allotted time, your registration opportunity will expire and you lose your spot "in line." You must drop the course before you can attempt to re-register for the waitlist, if waitlisting is still available for the semester and the waitlist is not full.

### When does waitlisting end?

Waitlists are turned off the business day before the semester start (part of term). If you were previously on a waitlist for a course, we recommend you continue to monitor the enrollment of the course on a regular basis through the end of drop/add period.

### Why can't I add myself to the waitlist?

- The course is not yet full/closed (in this case, check whether or not you are now registered for the course).
- You do not meet the prerequisites or other restrictions for the course.
- The course is offered in part of term 5-9.
- The waitlist is full.
- You have holds preventing registration
- Waitlisting has been turned off for the semester.

### I missed my deadline but I still want the course. What do I do?

If you have not already dropped the course, go to registration and drop the course for which you are on the waitlist. You can then attempt registration for the course and if it closed, and there are still spots available on the waitlist, you can reenter the waitlist. You will be placed in the designated priority based on this registration attempt.

## Additional Information

- Waitlisting is only available for undergraduate courses, excluding directed studies, dual listed courses, internships, field studies, cooperative education, and individual performance.
- Waitlisting is only available for courses offered in Parts of Term 1, 2, 3, 4, 90, 91, 92, 93, 94, 95 & 96.
- Beginning Spring 2016, students are permitted to be on the waitlist for multiple sections of the same course.
- If a course has seats available, you will NOT have the option to add yourself to the waitlist.
- The same restrictions apply to waitlists that apply to registration (no duplicate courses, must meet pre-reqs, etc.)