

## **STUDENTS**

### **A. GENERAL**

1. Students may join one WL per course.
2. Students can join a maximum of three waitlists per term.
3. Students can WL if they have not scheduled a class.
4. Edits (e.g., MJ, on-line prerequisite checking, etc.) will prevent students from joining a WL.
5. Students cannot join waitlists for courses they have scheduled.
6. Students cannot join waitlists for sections that create time conflicts between the WL sections.
7. WL courses are not used to determine if students have reached their credit hour maxes.
8. WL courses are not used to assess fees.

### **B. PAWS WAITLIST APPLICATION**

1. Students will use the Schedule Request Link on their PAWS desktops to WL sections.

2. When students join a WL, they receive the following message via PAWS.

You have been added to the waitlist. Please remember that joining a waitlist does not guarantee that you will get the class. You will be notified, via e-mail, when we move you off of a waitlist and into a class. **Check your e-mail regularly. Check your position on waitlists regularly. If you are not moving up on a waitlist, you need to find an alternative course.**

3. A student can indicate that s/he wants the system to automatically drop a class that would cause a time conflict if we attempt to add a WL course to the student's schedule.  
*NOTE: The student will not designate a specific course to be dropped.*
4. Using the Schedule Request Link on their PAWS desktops, students can check their placement on WL's, but cannot view waitlists.
5. Using the Schedule Request Link on their PAWS desktops, students can remove themselves from waitlists.

### **C. WHEN WAITLISTING IS AVAILABLE FOR STUDENTS**

1. Students will begin waitlisting when they begin scheduling for the upcoming term.
2. We will stop allowing students to join WL's at 4:30 p.m., the Friday prior to the first day of classes each semester or term.
3. We will move students off waitlists and into classes through 12:00 midnight, the last day to drop classes without receiving W grades each semester or term.
4. During the time prior to the beginning of classes when we block registered students from changing their schedules, we will continue to move these students off of waitlists and add the courses to their schedules.

### **D. MOVING STUDENTS OFF WAITLISTS AND INTO COURSES**

1. **Moving students off waitlists and into courses is not interactive.** This is done through a batch job that is run periodically throughout the day. Therefore, if departments add seats to sections for which waitlists exists, the VSEC and VCST screens will show the sections are full because the waitlisted students will take seats the next time the batch program runs.

2. The first student on a WL is the first student scheduled, unless adding a student to a course is prevented by edits. If edits prevent moving a student from a WL, we will “skip” the student, but we will not delete the student from the list.
3. At the time we move students off waitlists and into a class, we will automatically send the students e-mail messages informing them that we added the classes to their schedules.
4. If a student’s credit hour max allows adding one course, spaces in two WL courses open, and the student is number one on both lists, we will add the course that the student first wait listed.

### ***E. PURGES***

1. Students will be deleted from waitlists if they are scholastically dropped.
2. Students will be deleted from waitlists if their courses are purged by a no-pay purge. If the students subsequently register, we cannot put the students back in their previous positions on waitlists.
3. If a student is allowed to WL a prerequisite checked course because the student is currently enrolled in the prerequisite, the student will be deleted from the WL if (at the conclusion of the semester) the student fails to satisfy the prerequisite.
4. If a student waitlists a section and adds a different section of the same course, we automatically remove the student from the WL.

