

Frequently Asked Questions for Students

What is a Registration Waitlist?

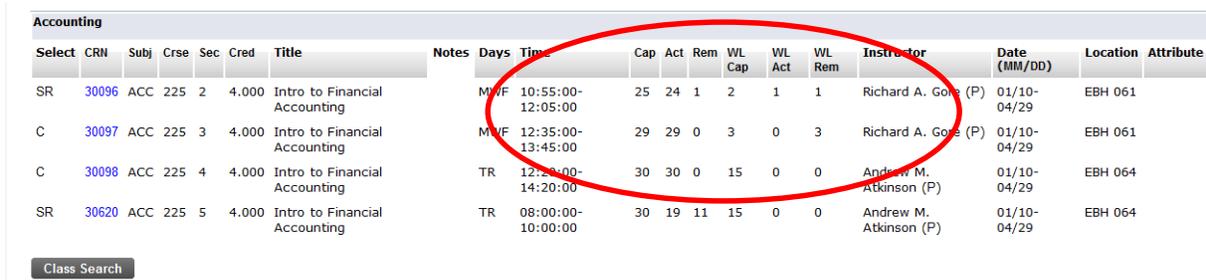
A Registration Waitlist is an electronic list of students who are waiting to register for a full class. A student may sign up for this when s/he attempts to register for a section that has reached its capacity. The first student on the Registration Waitlist is notified via FLC email when a space becomes available.

The student will have **until the deadline noted on the email** to register for the section. If the student does not register within that timeframe, s/he will be dropped from the Registration waitlist.

How do I get on a Registration Waitlist for a section?

You may get on a Registration Waitlist when you attempt to register for a section that is full. When you receive a Registration Add Error stating 'Closed-x on Waitlist', you may select "Waitlist" from the dropdown menu under Action. If there is no space available on the waitlist for that section, you will not have the option to "Waitlist" and the Registration Add Error will indicate 'Closed-Waitlist Full". If the error message states 'Open-Reserved for Waitlist', the section was closed, but someone has dropped it. Only students on the waitlist will be allowed to register for the course.

Students can view waitlist availability via class search function on webopus.



| Select | CRN | Subj | Crse | Sec | Cred | Title | Notes | Days | Time | Cap | Act | Rem | WL Cap | WL Act | WL Rem | Instructor | Date (MM/DD) | Location | Attribute |
|--------|-------|------|------|-----|-------|-------------------------------|-------|------|-------------------|-----|-----|-----|--------|--------|--------|------------------------|--------------|----------|-----------|
| SR | 30096 | ACC | 225 | 2 | 4.000 | Intro to Financial Accounting | | MWF | 10:55:00-12:05:00 | 25 | 24 | 1 | 2 | 1 | 1 | Richard A. Goss (P) | 01/10-04/29 | EBH 061 | |
| C | 30097 | ACC | 225 | 3 | 4.000 | Intro to Financial Accounting | | MWF | 12:35:00-13:45:00 | 29 | 29 | 0 | 3 | 0 | 3 | Richard A. Goss (P) | 01/10-04/29 | EBH 061 | |
| C | 30098 | ACC | 225 | 4 | 4.000 | Intro to Financial Accounting | | TR | 12:20:00-14:20:00 | 30 | 30 | 0 | 15 | 0 | 0 | Andrew M. Atkinson (P) | 01/10-04/29 | EBH 064 | |
| SR | 30620 | ACC | 225 | 5 | 4.000 | Intro to Financial Accounting | | TR | 08:00:00-10:00:00 | 30 | 19 | 11 | 15 | 0 | 0 | Andrew M. Atkinson (P) | 01/10-04/29 | EBH 064 | |

Class Search

Do I need to meet course prerequisites and restrictions to get on a Registration Waitlist?

Prerequisites and restrictions are checked before you are allowed to join a waitlist; therefore, instructors will need to enter over-rides via their webopus accounts before you can waitlist and register. Possible time conflicts with the desired course are not checked to allow scheduling flexibility; however, you will have to drop the other course before you *REGISTER* for the waitlisted course.

How do I know my position on the Registration Waitlist for a section?

You may see where you are on the Registration Waitlist for a specific section through the Student Detail Schedule link via your webopus account.

The section is full and the Registration Waitlist is full and I really need this class, now what do I do?

You may always ask the instructor to sign an add form after the waitlist period is over. Keep checking to see if a space becomes available on the Registration Waitlist. However, being on the Registration Waitlist does not guarantee you will get in the class. The waitlist period ends at 11:59 PM on the first Friday of the Fall and Spring semesters and at 11:59 PM the first day of each summer session.

How will I know when a space becomes available in a class for which I am on the Registration Waitlist?

An email will be sent to your FLC email account notifying you there is a space available.

Once the email is sent, how long do I have to register?

You will have **until the deadline noted on the email** to register for the section. If you do not register within that timeframe, you will be dropped from the Registration waitlist. If you miss your registration window but still wish to register for the class, you may register for the Registration Waitlist again.

May I sign up for more than one Registration Waitlist?

You may sign up for as many Registration Waitlists as you choose. There is no limit. ***However, we strongly urge you to remove yourself from all Registration Waitlists once your registration has been finalized so that others may have an opportunity to join a Registration Waitlist. You must select the drop/delete action item in your registration schedule on the waitlisted section. Then you must submit the change. This will remove you from the waitlist.***

If I register for one section of a class and I am on the Registration Waitlist for other sections, will I be automatically dropped from the Registration Waitlist of the other sections?

No, you must drop yourself to be removed from any Registration Waitlist.

The section I want to register for doesn't have a Registration Waitlist. Why?

Courses with linked labs or instructor permission and a few other select courses will not be using the waitlist feature at this time. You may always ask the instructors to sign add forms if the courses are closed. You do not have to wait until the end of the waitlist period to submit these add forms to the Registrar's Office. However, you must wait until after the start of your registration period.

NO OTHER PAPER ADDS WILL BE ACCEPTED UNTIL THE WAITLIST PERIOD IS OVER!

I got an email telling me a space was available in a section and I could register. I didn't read it in time to register before the deadline noted on the email.

You are responsible to routinely check your email. If you miss the deadline, you must re-register for the Registration Waitlist if you still wish to register for the course/section.

Am I ever taken off the Registration Waitlist?

At the end of the waitlist period (web add), all waitlists will be purged.

May I sign up for the same Registration Waitlist more than once to increase my chances of getting in the section?

No, you may only be on the waitlist one time for a section.

There is a 'C' instead of a checkbox by the class I want to be on the Registration Waitlist for. Now what do I do?

In Class Search, the 'C' means the section has reached its enrollment capacity. You may sign up for the Registration Waitlist by entering the CRN for the section on your Add Classes Worksheet and then submit changes. You will receive a Registration Add Error that the class is full. You may then select the Waitlist action and submit changes again.

This is the notification students will receive via their FLC email accounts.

Example:

From: Registrar, Waitlist[waitlist@fortlewis.edu]
Sent: Tuesday, February 01, 2011 8:33 AM
To: ITDevlp
Subject: Waitlist Notification for 30096

Dear Student,

You are now eligible to register for ACC 225 2 Intro to Financial Accounting, CRN = 30096.

If you do not register for the course within 36 hours you will be dropped from the waitlist for this section.

Registrar's Office

Example:

From: Registrar, Waitlist[waitlist@fortlewis.edu]
Sent: Tuesday, February 01, 2011 8:33 AM
To: ITDevlp
Subject: Waitlist Notification for 30096

Dear Student,

You are now eligible to register for ACC 225 2 Intro to Financial Accounting, CRN = 30096.

If you do not register for the course within 24 hours you will be dropped from the waitlist for this section.

Registrar's Office