Introduction

This document briefly describes the Wait List functionality and how an instructor can view waitlisted students. **Wait Lists will be available from the first day of early registration until the end of first week of instruction.**

### What does Wait List do?
- Creates a queue of students for specific classes and enrolls eligible students in newly opened seats
- A way to monitor class demand and may result in additional sections

### How does Wait List work?
- Student has to meet several eligibility conditions to get on the class Wait List (read below)
- Interested students register as a waitlist student when the class is full
- Each student is permitted to waitlist up to 8 units
- Department controls if Wait List is used and how many seats it has
- Wait List can be monitored by the department coordinator, class instructor, department chair or dean
- **WARNING:** Permission numbers can override Wait List position at any time. Any student given permission number will “skip” the Wait List and register in the class regardless of class enrollment capacity and/or other enrollment restrictions.
- If a student is no longer interested in being on a wait list, it is the **student’s responsibility to drop the course.**

### How to get on the Wait List?
- The following conditions must be met:
  - Class has to be full
  - Student has a valid enrollment appointment
  - Student does not have negative service indicators (holds) preventing registration
  - Student’s career is eligible to register for the course
  - Student meets class pre- and co-requisites
  - Registration complies with HSU’s repeat policy

### How to get registered from the Wait List?
- An automatic enrollment process registers students in the order of their wait list position number. The following conditions must be met:
  - Student must be enrolled in at least 1 unit of courses (otherwise he/she will be withdrawn from the university)
  - A seat in the class has to open
  - Student has a valid enrollment appointment
  - Student does not have negative service indicators (holds) preventing registration
  - Student’s career is eligible to register for the course
  - Student meets class pre- and co-requisites
  - Registration complies with HSU’s repeat policy
  - Student will not exceed any registration unit caps
  - Waitlisted class does not conflict with the time of any other classes
- **During registration for fall lower division general education classes have 35% seats reserved for new students. The unused seats are released to continuing students on the Saturday preceding the first day of classes. Make sure to log into your Faculty Center before classes begin to check your class rosters.**
1.0 How to View Your Wait List

**Process Steps**

Log into your Faculty Center and follow these steps:

1. Select the “Self Service” link.

2. Select the “Faculty Center” link.

3. Select the Class Roster icon.
4. Change Enrollment Status from "Enrolled" to "Waiting".
5. Select the "change" button.
6. This will show you how many students are on the Wait List and their position number.

**NOTE:**
If a seat becomes available the first **eligible** student on the Wait List will be automatically enrolled into the class.

**WARNING:**
Permission numbers will override the Wait List and potentially over enroll the class.

<table>
<thead>
<tr>
<th>Waitlisted Students</th>
<th>Program - Plan - Subplan</th>
<th>Academic Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Student, Ima</td>
<td>Undergraduate Degree Seeking - Art (Studio)</td>
<td>Freshman</td>
</tr>
<tr>
<td>2  Aidan, Jason</td>
<td>Undergraduate Degree Seeking - Psychology</td>
<td>Freshman</td>
</tr>
<tr>
<td>3  Paisley, Brad</td>
<td>Undergraduate Degree Seeking - Environmental Science (Energy and)</td>
<td>Freshman</td>
</tr>
</tbody>
</table>