WAITLIST
FREQUENTLY ASKED QUESTIONS

What is the purpose of the waitlist?
If a class has reached its maximum capacity, you may choose to add your name to the waitlist. If space opens up in the course, and you are the first person on the waitlist then you will be notified via your Wavenet email the opportunity to register for the course.

CAUTION: Putting your name on the waitlist does not guarantee a seat in the course. You should first seek other sections of the course.

How do I know if a course has a waitlist?
All courses offered at HGTC are not waitlisted. Waitlisting does not guarantee enrollment into any class. There are three new columns in the Look Up Classes view.

- WL Cap – number of seats available on the waitlist
  - If the course is waitlisted there will be a number other than zero (0) in this field
  - If the field is set to zero (0), then the course is not waitlisted.
- WL Act – number of students on the waitlist
- WL Rem – number of seats still remaining on the waitlist

How do I add my name to a waitlist?
If you have attempted to register for a class that has reached its maximum capacity and the course has a waitlist, Wavenet will present you with the option to place yourself on the waitlist. Just click on the Action box and choose Waitlist then click on the Submit Changes button. Again, being on the waitlist does NOT guarantee enrollment into the course.

How will I be notified if an opening occurs and I can add the class?
If space opens up in a class for which you are waitlisted and you are first on the waitlist, you will be sent an email to your Wavenet email account instructing you to register for the course. The email is from the “Registrar’s Office.”

How much time will I have to register for the course?
Students will have 24 hours from the time a seat opens up in the course to register for the course.

- Fall 2016 Waitlist Dates & Cut-Off Dates:
  - Full-Term & Fast Forward I = April 4, 2016 – August 26, 2016; waitlist will be turned off on August 26, 2016, at 9:00 a.m.
  - Flex Start = April 4, 2016 – September 16, 2016; waitlist will be turned off on September 16, 2016, at 9:00 a.m.
  - Summer Fast Forward II = April 4, 2016 – October 17, 2016; waitlist will be turned off on October 17, 2016, at 9:00 a.m.
What happens if I do not register for the course during this time period?
If you do not register for the course during this time period, your name will be removed from the waitlist. You have lost your opportunity to register for the course at this time. You may add yourself back to the Waitlist, provided the Waitlist capacity has not been met. Realistically, you should consider other options as you will be at the bottom of the list.

How do I drop a waitlisted course?
You can remove yourself from a waitlisted course by logging into Wavenet and selecting the Add or Drop Classes link. For the waitlisted course, select Drop Course and then click the Submit button.

What happens if I accidently drop myself from a waitlisted course by mistake?
If you accidently drop yourself from a waitlisted course, you can add yourself back on the waitlist, provided the waitlist maximum has not been met. However, you may not be placed in the same position you were in before.

What happens if a student drops a course by mistake, and the course has a waitlist?
If a student who is registered for a class, drops that class, and then wants to re-enroll in the class, they must add themselves to the waitlist. Pay attention when adding or dropping.

What should I do if the course and waitlist are both full?
Choose another section or another course.

Important Details to Remember:
1. If you have a hold on your account, you will not be able to register or waitlist any courses.
2. If you decide to waitlist yourself on a course, **it is your responsibility to diligently check your waitlist status and your email**.
3. Waitlist will enforce the same registration restrictions when it comes to major restricting and pre-requisite and/or co-requisite courses and/or test scores to waitlist. Another waitlisted course will not count as a pre-requisite or co-requisite. Time conflicts are also enforced.
4. You cannot be enrolled in one section and waitlist another section of the same course.
5. Fees are not assessed for waitlisted courses. Fees are only assessed if you are registered for a class.
6. Please be considerate of your fellow students. If you decide you no longer want a waitlisted section, please drop it, as you would drop an enrolled section.

How long will the wait lists be available?
The waitlist functionality will be completely turned off on dates listed below based on when the course is offered. **All students will be dropped from the waitlists.** After this time you can still watch for course seat openings through Wavenet but no further email notices will be sent out.

- **Fall 2016 Waitlist Dates & Cut-Off Dates:**
  - Full-Term & Fast Forward I = April 4, 2016 – August 26, 2016; waitlist will be turned off on August 26, 2016, at 9:00 a.m.
  - Flex Start = April 4, 2016 – September 16, 2016; waitlist will be turned off on September 16, 2016, at 9:00 a.m.
  - Summer Fast Forward II = April 4, 2016 – October 17, 2016; waitlist will be turned off on October 17, 2016, at 9:00 a.m.

Tuition fees are assessed once you register for the course.

Please click [here](#) for a short tutorial.

1/25/2016