



1. Which classes have a waitlist at this time?

- All classes have a waitlist.

2. How does the waitlist process work?

- Each section of a class is assigned a limit on the number of students allowed to enroll. This is called the enrollment capacity.
- Once the registration process begins, students can begin enrolling in the section.
- Once the enrollment capacity is reached, the waitlist functionality automatically becomes available. Students may then elect to add themselves to the waitlist.
 - A process runs nightly to enroll students into open seats based on their position on the waitlist and eligibility.
 - The waitlist is first come, first served.
 - A class remains closed until the waitlist empties.
 - Students on the waitlist that are not enrolled maintain their position number and will be enrolled if they qualify the next time a seat is made available.
 - If the waitlist process runs and no eligible students are on the waitlist (see #14), the class will open and other students can enroll (even if there are still students on the waitlist that do not meet the criteria to be enrolled).

Please note that simply electing to be placed on a waitlist for a particular section of a class does not guarantee enrollment.

Schools will be monitoring waitlists and opening additional seats in the section/class as needed.

3. How often does the waitlist process run?

- The process runs nightly.

4. In what order does the waitlist process run?

- The process runs on classes in sequential order based on course ID, course offering number, term, session code, and class section.
 - For example: "1" runs before "2", and "a" runs before "b".
 - A multiple component class that has two lectures (sections 1 and 2) and two labs (sections 1A and 1B), would run in the following order: section 1, 1A, 1B, 2.

5. What is the first and last day to get on a waitlist for a class?

- You cannot get on a waitlist until your enrollment appointment occurs.
- The last day to get on a waitlist will be the last day to add classes as found on the Academic Calendar.

6. Will students be notified if they have been enrolled in a waitlisted class?

- You will not be notified if you are enrolled in one of your waitlist classes.
- It is recommended that you monitor your class schedule each morning by logging into CaneLink and reviewing your Class Schedule.

7. How do students know if a class has a waitlist?

- The waitlist option is available once all seats in a class have been filled and the section closes.
- If you include closed classes in a Class Search, you will see a yellow triangle beside classes that have available waitlist seats.
- When the waitlist capacity is reached, you will see a blue square which indicates the class is closed.

8. Can students waitlist for more than one section of the same class?

You can waitlist for multiple sections of the same class, with the following stipulations:

- You cannot choose your preference for which section you will be enrolled in first.
 - The waitlist process will enroll you in the section that has the first available seat.
- Once enrolled in one of those class sections, you will be listed as Waiting in your Class Schedule for all other sections, and you will not be enrolled in any of them.
 - If you wish, you may drop the Waiting section and do a Swap with the section for which you are enrolled (please see #9 below).

9. What is Swap?

- The Swap feature allows you to identify a class that you are currently enrolled in and trade it for a closed class that you would prefer.
 - You cannot Swap a class for which you are waitlisted.

10. When should the Swap enrollment feature be used?

- If you are enrolled in a class that is your second choice, you can Swap that class for a waitlist class.
- Use Swap if you are enrolled in a class and would prefer a different class that is taught on the same day and time.
- Use Swap if you are already enrolled in the maximum number of credits for a term and want to still get on a waitlist.

Swap does not guarantee that you will be enrolled in your waitlisted class(es).

11. Can students see when they have a Swap?

- No, you cannot see classes that you have set up as a Swap.

12. Can students remove themselves from a waitlist?

- If you are no longer interested in remaining on the waitlist please remove yourself from the waitlist.
- You can remove yourself from a waitlist by dropping from the waitlisted section in self-service within the add/drop period.

13. What will prevent students from getting on a waitlist?

- Requisites for the class are not met
- Instructor or Department Consent is required
- Negative service indicator (hold) exists on your record
- Enrollment appointment has not arrived
- Last day to waitlist for classes has passed
- Maximum number of waitlisted credits has been reached (21 credits)
- Waitlist capacity has been met
- Enrollment Capacity has not been reached for this particular class

14. What will prevent students from being enrolled in a class while on the waitlist?

You will not be enrolled from the waitlist if:

- Adding the waitlisted class will exceed your maximum credit limit
- The waitlisted class time conflicts with another class that you are enrolled in
- You are enrolled in another section of that class

If you are not enrolled from the waitlist due to any of these issues, you will be passed over and the next eligible student on the waitlist will be enrolled.

15. What is the maximum number of credits for which you can waitlist?

- You can waitlist for up to 21 credits at a time.
- You cannot exceed your enrollment limit when you are enrolled from a waitlisted class.

16. How do students know what number they are on a waitlist?

- You can see your waitlist number in the Student Center > Enroll > My Class Schedule.
- Your waitlist position number is displayed once you place yourself on the waitlist.

17. Can you get on a waitlist for a class that has a reserve capacity?

- Reserve Capacity is when seats are reserved in a class for particular groups or classes of students. Typically you will see seats reserved for students in the major, or seniors, or seniors in the major.
- If a class has a reserve capacity and the only open seats are restricted, and if you do not meet the restrictions, you can get on a waitlist for the class.
- You will be enrolled into the class if an unrestricted seat becomes available.

18. Can students get on a waitlist if there is a time conflict with a class section in which they are already enrolled?

- The enrollment process does not check for a time conflict when you waitlist a class.
- When the enrollment process runs, you will not be enrolled in the class if a time conflict exists.
 - You must drop the conflicting class if you want to be enrolled from the waitlist.

You should use the Swap feature when waitlisting for a class that conflicts with a class that you are enrolled in. That way, if a seat opens in the closed class, you will be automatically dropped from the previously enrolled class.

19. Do you have to pay tuition for waitlisted classes?

You do not have to pay for class(es) on your waitlist.

Any questions or issues should be directed to the UMIT Service Desk: itsupportcenter@miami.edu.