

Waitlist Procedure for Students

Overview:

Automated waitlists are available on some course sections. Placing yourself on an automated waitlist allows you to reserve a place in line for the next available seat in the section. When a seat opens (due to another student dropping or because the capacity of the section has been increased by the department) the first student on the waitlist will be eligible to register in the section.

Some important things to know about the automated waitlist process:

- Not all course sections will have an automated waitlist. The availability of an automated waitlist is at the discretion of the instructor and department.
- Placing yourself on a waitlist does NOT guarantee that you will eventually be able to enroll in the section.
- Open seats are offered based on your position on the waitlist. First person who signs up for the waitlist is the first person offered an opening.
- Notifications of an open seat are sent by e-mail to your @sandiego.edu account only so check your USD email frequently if you are on a waitlist.
- You have 24 hours from the time of notification to register for the section. If you do not register in that time period, you are dropped from the waitlist and the next person on the waitlist is offered the open seat.
- **THERE ARE NO EXCEPTIONS TO THE 24-HOUR RULE.**
- To be added to a waitlist you must meet all the pre-requisite, restrictions and required approvals just as though you were registering for the course. If you obtain an override for a restriction/approval so that you may be added to a waitlist that override will carry over to your actual registration.
- You may add yourself to the waitlist for a different section of a course in which you are already enrolled. Be aware that in this case if you are offered an open seat, you will need to drop the existing section and resolve any time conflicts with other registrations. You must drop yourself from the other section before moving from waitlisted to registered status in your designated class.
- To prevent accidental removal from the class it is strongly recommend that you use the 'Conditional Add and Drop' option next to the 'Submit' button.
- You may waitlist for more than one section of the same course.
- Once you drop that class, if it has a waitlist, you will not be allowed to add it again. You will have to add yourself to the waitlist. Be sure you want to make the change because you cannot reverse the drop after the 'Submit Changes' button is clicked, as a result of changing your mind or making a mistake.

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Details of the Process:

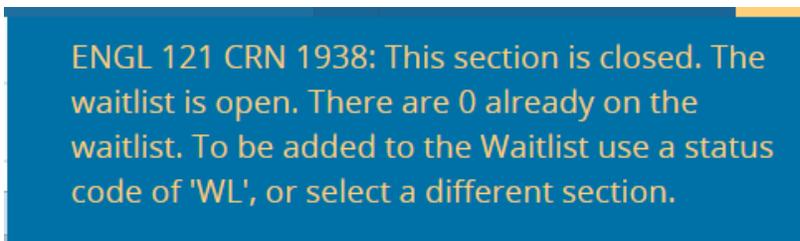
You can see that a waitlist is available on a section from ‘Search for Classes’ utility which can be found on the My Academics or Law Student tab of the portal. If a section has an open waitlist the ‘Status’ message will be:

X of N waitlist seats remain

Where X will be the number of waitlist positions available and N will be the total number of waitlist positions assigned to the section. If there are no remaining positions on the waitlist, the message will be “Full 0 of N waitlist seats remain.”

Browse Classes										
Search Results — 67 Classes										
Term: Fall 2019 Subject: Chemistry										
Title	Subject Descrip	Course #	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
Science of Food & Co... Lecture	Chemistry	102	01	3	4352	Fall...	Ashley L. Corriqa...	S M T W T F S 02:30 PM - 03:25 PM S M T W T F S 02:30 PM - 06:30 PM	Mai...	FULL: 0 of 30 seats remain. ▼ 1 of 5 waitlist seats remain.
Physical Sciences for... Lecture/Lab	Chemistry	105	01	3	1278	Fall...	Sarah R Axford (...)	S M T W T F S 10:10 AM - 12:10 PM	Mai...	4 of 16 seats remain. 5 of 5 waitlist seats remain.
Chemistry and Societv Lecture/Lab	Chemistry	111	01	3	2537	Fall...	Farhad Assad (P...	S M T W T F S 08:00 AM - 12:00 PM S M T W T F S 02:30 PM - 03:25 PM	Mai...	7 of 30 seats remain. 5 of 5 waitlist seats remain.

When attempting to register for a section which is closed but has an open waitlist you will receive the following message in the ‘Add or Drop Classes’ web page:



To be added to the waitlist, select ‘Wait List’ from the Action dropdown menu, then click ‘Submit Changes’.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Composition and Literature	ENGL 121, 01	3	1938	Lecture	Errors Preventing Registration	Remove Remove **Web Registered** Waitlisted
L.A. Apocalyptic	ENGL 220, 01	3	2909	Lecture	Registered	

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

Submit



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You may view your position on the waitlist using the 'Schedule Details' tab on the Registration page or 'My Schedule' quick link in the My Academic/Law Student page on the portal:



When an open seat is available and you are in position 1 on the waitlist, you will receive a notification to your @sandiego.edu e-mail account of the available seat and the 'Notification Expires' date and time will be set on the Schedule Details Tab in Registration or My Schedule:

E-mail Notice from the Registrar, University of San Diego:

Subject: Waitlist Notification for 3756

A seat is now available in the following section for which you placed yourself on the waitlist:

3756 BIOL 115 39 Physiology of Exercise

You are the first person on the waitlist, so you may now register for this section. Use the 'Add or Drop Classes' link in the MySanDiego Portal (One Stop Services or Law Student Tab) and select '** Web Registered **' from the Action options.

You have Twenty four (24) hours from the time this message was sent to do so. If you do not enroll in this section within 24 hours you will be dropped from the waitlist and this seat will be offered to the next person on the waitlist.

If you no longer need this seat, please logon to My.SanDiego.edu and use the 'Add/Drop Classes' Link in the Registration Tools channel and change the 'Action' for this section to 'Web Drop' so the next person on the waitlist may be notified.

THERE WILL BE NO EXCEPTIONS TO THE 24 HOUR RULE.

The updated page of your Detail Schedule will now include the 'Notification Expires' value:



Enterprise Applications

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Class Schedule for Fall 2018

▼ **Composition and Literature** | English 121 Section 01 | Class Begin: 09/05/2018 | Class End: 12/14/2018 **Waitlisted**

09/05/2018 -- 12/14/2018 [S M T W T F S] 12:20 PM - 01:15 PM Type: Class Location: Main Campus Building: Serra Hall Room: 209
Instructor: [Lisa F Hemminger](#) (Primary)
CRN: 1938

Message: Waitlisted | Hours: 0 | Level: Undergraduate | Campus: Main Campus | Schedule Type: Lecture | Instructional Method: Traditional | Grade Mode: Standard Grading System- Final | Waitlist Position: 0 | Notification Expires: 07/23/2019 05:53 PM

To register for the course, return to the ‘Register for Classes’, link on the My Academics or Law Student page of the portal. Select Web Registered from the Action dropdown menu and click the ‘Submit’ button:

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria

Term: Fall 2018

Subject

Course Number

Keyword

College

Departments

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Composition and Litera...	ENGL 121, 01	0	1938	Lecture	Waitlisted	None
L.A. Apocalyptic	ENGL 220, 01	3	2909	Lecture	Registered	None Web DROP Web Registered**

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

Submit

Your status changes to Registered.