

Automated Wait List Information for Faculty & Staff

Frequently Asked Questions

How will a student be moved off the wait list and enrolled into a course?

An automatic waitlist process run twice daily (11:59 a.m. & 11:59 p.m.) will move a student off the wait list and into the class as a seat becomes available.

If an enrolled student drops a class and a seat opens up, can a student not on the wait list take that spot?

Once a waiting list has been established for a class, the only way for students to get into the class is to put themselves on the wait list and be enrolled via the automated wait list process if a seat becomes available UNLESS, where circumstances warrant, a department or instructor provides a permission number to enroll a student not on the wait list. However, since the purpose of the automated wait list function is to allow enrollment management without the use of permission numbers, it would be expected a permission number would be issued for a wait listed section only for exceptional cases.

Can a student get on a Wait List if s/he doesn't meet the prerequisite?

No. If a prerequisite is being enforced, students who do not meet the criteria will receive an error message telling them they don't meet the prerequisite and cannot be enrolled into the course or onto the wait list.

Why is a student not being enrolled from the wait list into a course?

If there are spaces available in a class and a student has a wait list position high enough that s/he should be promoted from the waitlist, one of the following issues could prevent s/he from being enrolled:

- S/he is enrolled in another class with a day/time pattern that conflicts with the wait listed class.
- S/he is enrolled in enough other credits that adding the wait listed course would put her/him over the maximum allowable credit load. PLEASE NOTE: Wait listed course credits are included in the overall enrollment term. For example, for Wintersession with an 8 undergraduate credit hour limit:
 - A student enrolled in a 3 credit class
 - The student is wait listed in another 3 credit class
 - The student would not be able to enroll or wait list another 3 credit class
- S/he is attempting to enroll in a class that will exceed the maximum allowable repeat attempts for a given course.

When is the last day a student can be added to a course from the wait list?

The automatic wait list process will be run for the last time on 11:59 p.m. on **the first day of each session** to allow drops that may occur the first day of classes to be filled through the automated wait list process. After that time, no enrollment via the wait list will occur. The only way a student can enroll in the course is if s/he receives a permission number from the instructor or the department.

Will a student's wait listed classes appear on the Enrollment Summary?

Yes, wait listed classes will appear on the Enrollment Summary with a status of "Waiting." Wait listed students will also appear on the Class Roster when the Enrollment Status drop down is changed from "Enrolled" to "Waiting".

When are wait listed classes removed from student schedules and class rosters?

Wait listed classes are purged from students' Class Schedule list and Weekly Schedule views and wait listed students removed from class rosters at 11:59 p.m. the first day of the session.

How is the wait list order established?

A wait list position number is assigned to students as they place themselves on the wait list. As the automatic wait list process is run twice daily, students are moved up the wait list and enrolled into the course if a seat becomes available.

Are students notified when they have been automatically enrolled in the class from the wait list?

Yes, students who are enrolled in a class via the automated wait list function are notified via e-mail by the Registrar's Office at the time of enrollment and again, the day before or the first day of the class, advising them that they have been enrolled in the class, and if they no longer wish to take the class, they must drop to avoid financial liability. Students can also confirm their status at any time by checking their Class Schedule list through MyUAlbany, and are strongly urged to do so regularly to monitor their wait list progress. If a student does not want to be enrolled in the class, they MUST drop themselves from the wait list using the MyUAlbany enrollment system.

Do students remain on the wait list after they have enrolled in the class?

No, the student's name is removed from the wait list once s/he is enrolled in the class.

Can students see who else is on the wait list for a class?

No, a student can only confirm that s/he is on the wait list for a class and their position on the list.

Can departments and instructors email students on a waiting list?

Yes. From the Class Roster, change the Enrollment Status drop-down menu to "Waiting." Select students individually you would like to contact or click on the "Notify All Students" button at the bottom of the page and an email browser will appear. Type your message and click the "Send Notification" button.

Where can I get help with wait lists?

For assistance with course wait lists, please contact the Office of Summer Sessions at summer@albany.edu or 518-442-5140.