

## Automated Wait List Information for Students

### How to select the Wait List option for a closed course section when enrolling in classes:

- In MyUAlbany under the Academics tab, select **Enroll, Add or Drop Classes** to register for a class.
- Select the **Term** & enter the **Class Number** on the **Add Classes** page and press the TAB key to add the course to the Shopping Cart.
- Click on the blue **Course Subject, Catalog Number** hyperlink and a new window will open. The **Course Subject, Catalog Number, Title & Section** appear & if the class is full, the **Wait List icon** (yellow triangle) will appear for the section.
- To be added to the wait list if the class is full, select the **“Wait list if class is full”** checkbox and click **OK** to be returned to the **Add Classes** page.
- The course is added to the Shopping Cart with a **Wait List** status (yellow triangle).
- Select the **Next** button.
- Review your shopping cart and then select **Proceed to Step 2 of 3**.
- Select **Finish Enrolling** button.
- Message will appear Success: enrolled – **PLEASE NOTE: Message means you have successfully enrolled in the Wait List.** An additional message will appear next to the class: **Class XXX is full. You have been successfully enrolled onto the WAIT LIST in position number XX. (order of name on Wait list).**
- Select the **My Class Schedule** button to confirm your schedule including enrollment on the wait list.
- The class will appear with **Status of Waiting** and a wait list position number will appear.
- When a space is available in the class, you will **automatically** be enrolled if:
  - You have no time conflicts
  - Maximum term credit load has not been reached (Maximum Wintersession credit load at the undergraduate level is 8 credits.)
  - Repeats are not a problem
  - You are not enrolled in another section of the class

**If you do not want to be automatically enrolled in the class, you must DROP the class from your course schedule in MyUAlbany.**

### Frequently Asked Questions

#### **Will all Summer Sessions or Wintersession courses have an automated Wait List?**

Any **fully online undergraduate** courses scheduled for the Summer or Winter terms will offer an automated Wait List.

#### **Will wait listed classes appear on the Class Schedule list and grid view?**

Yes, wait listed classes will appear on both the Class Schedule list and Weekly Schedule view with a status of "Waiting". Students should check the MyUAlbany class schedules regularly to monitor their wait list progress.

#### **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.

**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 the session to allow drops that may occur the first day of classes to be filled through the automated wait list process.

After that process is complete, wait listed classes are purged from students' Class Schedule list and Weekly Schedule views and wait listed students removed from class rosters. No further enrollment via the wait list can 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.

**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.

**Can students drop themselves from a wait list?**

Yes, students can drop from a wait list by using the drop option in MyUAlbany.

**Where can I get help with wait lists?**

For assistance with course wait listing, please contact the Office of General Studies and Summer Sessions at [summer@albany.edu](mailto:summer@albany.edu) or 518-442-5140.