



Registration Waitlisting for Undergraduate Classes

FAQs for Students

What is a registration waitlist?

A registration waitlist is an electronic list of students who are waiting in line to register for a closed section and will be notified via email if a seat becomes available. Once notified, a student will need to take action and register by a deadline, typically 72 hours from notification (and 24 hours during the final week to waitlist). If the student does not register by the deadline he/she will be dropped from the waitlist and the next student in line will be notified.

If I join a waitlist will I automatically be registered?

No. If a seat becomes available, you will receive an email notification instructing you to take action - register or drop yourself from the waitlist. It is your responsibility to check your email on a regular basis. Your advisors will not receive an email on your behalf.

Waitlisting is not registration nor is it a guarantee for future registration. You should use priority registration to get courses you need and want. And attempt to register for open sections rather than waitlisting for closed sections, using waitlisting only to revise or optimize your schedule. Full-time students should be reminded to register for a full course load as registration waitlisting is neither a “credit-bearing registration” nor a guarantee for future registration. If a seat becomes available via waitlisting you can revise your schedule accordingly.

How do I join a waitlist?

You may choose to join a waitlist for a closed section (or section with open seats that are ‘locked down’ for students on the waitlist) via SSB on the ‘Add or Drop Classes’ page. Simply attempt to register and once prompted for the option to waitlist, select ‘Waitlisted’ in the ‘Action’ drop down box and click ‘Submit Changes’. If you can’t self-register you will need to contact an academic advisor to add you to a waitlist.

I cannot self-register, can I join a waitlist?

Yes. However, you will need the assistance of an advisor to join a waitlist. And if you are notified of a seat available, you must contact your advising unit as soon as possible because you will need assistance to register for the class before your ‘take action’ deadline expires and you are dropped from the waitlist.

How do I know my position on the waitlist?

You will not know your exact position on the waitlist. However, you can see on SSB ‘Look Up Classes’ page the number of student on a waitlist at a given time (column WL ACT). You placement

on the waitlist and notification of available seats will be on a first-come, first-served basis except when, based on special circumstances, schools/colleges choose to manipulate a student's place on the list.

If I join a waitlist will I eventually be notified of an available seat?

Possibly, but there is no guarantee that waitlisting for a section will lead to registration.

How will I know if a seat becomes available when I am on a waitlist?

You will be notified by email (to your TU email address) if a seat become available. So check your email often!

Do I need to meet registration requirements to join a waitlist?

Yes. You need to meet the same requirements to waitlist for a section as you would to register for that section. You will not be able to waitlist for a class if you have not met the pre-requisites or co-requisites (or if you do not have them in progress). You will not be able to waitlist if you do not meet the registration requirements or special authorization permissions; please check with your advisor if you are presented with an error.

Is waitlisting available for all classes?

Waitlisting is available for all undergraduate closed classes.

When will waitlisting be available?

As early as the start of priority registration...as soon as classes fill to capacity (i.e. are closed). And waitlisting will end the last weekday prior to the start of the semester. Waitlisting for Temple Japan sections will be phased out on a slightly different schedule. Schedules will be published closer to the beginning of the semester.

Are closed section (i.e. capacity) overrides or green cards still used?

No - not during the waitlist period. If an undergraduate section is closed, you have the option to join the waitlist. After the waitlisting period, starting with the first day of classes, it is 'business as usual' and you will need to get permission to get into a closed section.

Why do I have to waitlist for a section that appears to have an open seat?

If a section is open (i.e there are available seats) and there are students on the waitlist (WL ACT > 0) you can attempt to register, however, if the available seats are '*locked down*' for the students on the waitlist you will be prompted with the option to join the waitlist.

Can I waitlist after registering for the max allowable credits?

Yes. You can waitlist for a section after having registered for the maximum allowable credits for a semester. If notified of an available seat, you will have to drop a registered section before attempting to register for the waitlisted section if your credit total is above the allowable limit.

Can I waitlist for two sections of the same course?

No. You may not waitlist for a section of a course in which you have already registered or selected to waitlist. If there are open sections in a section for a course that you need, you should register for one of those open sections. There is no guarantee that seats will become available in any waitlisted section.

Can I register and waitlist for classes held at the same time?

No. You will receive a time conflict error, just as you would in registration. You will need to make a different selection so that your schedule will “work” if you are given the option to register for the waitlisted class.

Can I waitlist for a class for which I have already take twice?

No. You cannot waitlist for a second section of a course for which you have already taken twice. You may contact your academic advisor to discuss if an override, to take the classes for a third time, is appropriate. This override would be needed to waitlist for the section.

Can I join a waitlist if I have a hold that restricts registration?

No. Since waitlisting is a registration transaction a hold restricting registration will also restrict you from joining a waitlist.

I have accidentally dropped myself from a waitlist or changed my mind after dropping, what can I do?

If the waitlist isn't full, you can again join the waitlist. By dropping from the waitlist you have forgone your spot 'in line' and the next student in line has advanced.

As a senior, do I get priority once joining a waitlist?

No. Your placement on the waitlist and the notification of available seats will be on a first-come, first-served basis except when, based on special circumstances, schools/colleges (i.e. waitlist priority managers) choose to manipulate a student's place on the list. Seniors and other upper-level students get priority to register for classes during priority registration.

What happens if I was notified of an available seat but missed my deadline to register?

If you missed your deadline you were dropped from the waitlist and the next student on the waitlist was notified of the available seat. If you are still interested in registering for that section, and the waitlist isn't full, you can again join the waitlist.

What if I am notified of an available seat and I am no longer interested in registering?

You should drop yourself from the waitlist right away. This will free up the available seat and the next student on the waitlist will be notified. In fact you do not need to wait to be notified to drop from a waitlist – you can do that anytime.

How long will I have to register once I have been notified of an available seat in a section for which I have waitlisted?

You will **have until the deadline indicated on your email notification**. Typically this is 72 hours from notification however the deadline to take action once notified will be extended over University holidays and will be reduced to 24 hours during the last week waitlisting is available.

Are multiple students on a waitlist notified when a seat become available?

No. There is one notification per available seat. If, for example, one seat becomes available, the student next 'in line' on the waitlist will be notified. And if, for example, three seats become available at once, then the next three students 'in line' are notified.

How do I know if I am still on a waitlist?

You will not be dropped from a waitlist unless you have been notified of an available seat and you do not take action by the deadline or the waitlisting period has ended. You can see the sections you are waitlisted for by looking on the SSB 'Add or Drop Classes' page. The status of these sections will be 'Waitlisted'.

How do I register for a waitlisted section once notified of an available seat?

Go to SSB 'Add or Drop Classes' page, find the waitlisted section and select 'Registered Web' from the 'Action' drop down box and then click 'Submit Changes'. The status of the section will change to 'Registered' once successfully registered. If you cannot self-register contact your advising unit as soon as possible for assistance.

Will I see my waitlisted sections on Blackboard?

No. Only classes for which you are registered for will be available to you in Blackboard.

Will I be billed for a waitlisted class?

No. A waitlisted class is not a registered class and has "0" credits associated. You are only billed for registered classes.