**Wait list**

**Introduction**

The waitlist feature in MyCoyote Self-service allows students to secure a position on a waitlist for closed classes. Students who are waitlisted for a class section will be automatically enrolled in the class when a seat becomes available and all requirements are met. Waitlist creates a queue of students for specific classes and enrolls eligible students in newly opened seats. It is a way to monitor class demand and may result in additional sections. Waitlist is not applied to Supervision, Graduate level, and multiple component courses with multiple lecture/seminar and multiple laboratory/activity sections.

Waitlists will be available from the first day of priority registration until the end of first week of instruction. Students must meet several eligibility conditions to get on the class wait list (read below). Interested students register as a waitlist student when the class is full. Each student is permitted to waitlist up to 10 units. If a student is no longer interested in being on a waitlist, it is the student’s responsibility to drop the course.

When a class is filled to capacity students can request to waitlist for the closed class. When a seat becomes available an automatic enrollment process registers students in the order of their waitlist position number. The following conditions must be met for both:

Student has a valid enrollment appointment

Student does not have negative service indicators (holds) preventing registration

Student’s career is eligible to register for the course

Student meets class pre-requisites

Registration complies with CSUSB’s repeat policy

FACULTY/STAFF WAIT LIST FAQ

When is the waitlist capacity value added to classes and what is the default number?

The waitlist capacity value, of 100, is added to classes approximately one week prior to the first day of priority registration for each term.

Can the waitlist capacity for a class section be changed or removed (Opt-out)?

Yes, the waitlist capacity field on the Enrollment Control page for the class section can be changed to a different number or removed to opt-out of waitlist. The change must take place prior to the first day of priority registration for each term.

Can classes with seats reserved for fall SOAR be waitlisted?

No, SOAR class sections cannot be waitlisted. The Academic Scheduling and Curriculum Office will request a class list from each department to provide them with SOAR sections prior to applying the waitlist capacity value for fall terms. Those class sections will not be waitlisted.

How can I view students’ waitlisted for a class?

Faculty – select the class roster icon. Update the enrollment status from “enrolled” to “waiting.”

Staff – navigate to Curriculum Management>Class Roster. Update the enrollment status from “enrolled” to “waiting.” The Waiting option is only available if students are on the waitlist for the class section.



How do I know what position a student is on the waitlist?

The waitlist position number displays on the class roster.

How do students get enrolled or move up on the waitlist?

As currently enrolled students drop a class or enrollment capacity is increased waitlisted students, who meet all the requisites, are enrolled into the class by the auto enroll process run nightly beginning the first day of Priority Registration for the term through the end of the first week of classes. Remaining waitlisted students are moved up in position number.

Can a student be permitted into a class ahead of students on the waitlist?

Yes, a student who has a compelling reason (**including attendance during the first day/week of classes**) can be permitted into a class ahead of waitlisted students. Many departments have guidelines for permitting students into closed classes, please contact your Department Chair for additional departmental information. It is recommended that instructors give students on the waitlist who have attended the class priority to add the class over students who are not on the waitlist.

Can I drop a student who was enrolled through waitlist that did not attend classes during the first week of classes?

Yes, students are responsible for attending classes during the first week of instruction that they have waitlisted. Instructors may opt to drop students who do not attend.