

Waitlist information at CSUSB

Introduction

The waitlist feature in myCoyote Self-Service allows students to secure a position on a waitlist for closed classes. It creates a queue of students for specific classes and automatically enrolls eligible students as space becomes available. The waitlist functionality provides a way to monitor class demand and may result in additional sections. Waitlist is not utilized for supervision, graduate level, or multiple-component courses with lecture/seminar or laboratory/activity combinations.

Waitlist will be available from the first day of priority registration until the end of the first week of instruction. Students must meet several eligibility conditions to get on a class waitlist (please read below). Interested students enroll as a waitlisted 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 be waitlisted for the closed class. When a seat becomes available, an automatic enrollment process registers eligible students in the order of their waitlist position number. The following conditions must be met to enroll **to** and **from** a waitlisted course:

- Student has a valid enrollment appointment
- Student does not have any negative service indicators (holds) preventing registration
- Student's career is eligible to register for the course
- Student meets class pre-requisites (they have already been completed or are currently in-progress)
- Registration complies with CSUSB's repeat policy

Please note: Although students can waitlist a course even if a time conflict exists, they will not be automatically enrolled from the waitlist unless they drop the course for which the conflict exists, or they utilize the swap enrollment feature when initially enrolling in the waitlisted course.

FACULTY/STAFF WAITLIST FAQ

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

The waitlist capacity value is added approximately one week prior to the first day of priority registration for each term. The default number is equal to the enrollment capacity number for each course.

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 completely to opt out of the 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 ask departments 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 waitlisted students 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.

Class Roster

Fall 2012 | Regular Academic Session | CSU San Bernardino | Undergraduate

▼ **HIST 201 - 01 (80068)**

United States History, 1877 to the Present (Seminar)

Days and Times	Room	Instructor	Dates
MoWeFr 12:00PM-1:10PM	Visual Arts Center 101	Cherstin Lyon	09/20/2012 - 12/03/2012

*Enrollment Status:

[Class Permissions](#)

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 enrolled students drop the class or enrollment capacity is increased, eligible waitlisted students are added into the class by the auto enroll process, which runs nightly beginning the first day of priority registration for the term through the end of the first week of classes. Remaining waitlisted students are then 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 priority to students on the waitlist who have been attending the class over students who are not on the waitlist.

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

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

Can an Open University student be placed on a waitlist?

Yes, an Open University student who has an Open University registration form signed by the instructor and department chair of the course can request to be placed on the waitlist by a Student Services Support staff member in the College of Extended and Global Education (CEGE). If the student is not automatically enrolled from the waitlist by the end of the first week of classes, a CECE Student Services Support staff member will manually enroll them the second week of classes.