Wait List Frequently Asked Questions

The Wait List feature in CUNYfirst allows students to place themselves to a wait list as soon as their enrollment appointment has been reached and a course is in a closed status.

1. **What classes have wait lists?**

   Most 2L and 3L courses have wait lists. (If a class is closed and a wait list is available, the class status displays as an orange triangle.) 2L Lawyering Seminar and 3L Clinics/Concentrations do not have wait lists.

2. **How many wait list seats are available?**

   There are 10 seats available on the wait list.

3. **How does the wait list process work?**

   When you add yourself to a waitlist, you are given a position number. Students are enrolled in open seats based on their position number. The lower the number, the higher your priority.

   When seats become available in a closed class, the class remains closed until a process runs that automatically enrolls students from the wait list. The class remains closed until the wait list empties or the enrollment capacity has been met, whichever comes first.

   If a student does not meet the criteria to enroll in the class, the process will select the next student on the wait list according to their position number.

   Students that were on the wait list and were not enrolled will maintain their position number. Students will have an opportunity to be auto-enrolled the next time a seat is made available, if they resolve the issue that prevented them from being auto-enrolled previously.

   If the wait list process runs and no students are enrolled, then the class will open and other students will be given the opportunity to enroll (even if there are still students on the wait list that did not meet the criteria to be auto-enrolled).

   If there are no students on the wait list, the class will open as usual when seats are made available.

4. **When should the "SWAP" enrollment feature be used?**

    Wait listing for a Different Section of the Same Course

    If you are currently enrolled in one section of a course and want to waitlist for the closed section of the same course, use the "SWAP" feature to enroll in the closed section. SWAP the enrolled course with the closed course, being sure to select the wait list option. If a seat opens in the waitlisted section, the system will automatically drop the enrolled section and enroll you in the waitlisted section.

    (**Note:** If you instead use the "ADD" enrollment feature to get on a wait list for a different section of a course for which you are already enrolled, you must first "DROP" the section in which you are enrolled in order to be auto-enrolled from the wait list.)

    Courses with Time Conflicts

    If a time conflict exists between an already enrolled course and course for which you want to wait list, use the "SWAP" feature. SWAP the enrolled course with the closed course, being sure to select the wait list option. If a seat opens in the waitlisted course, the system will automatically drop the enrolled course and enroll you in the waitlisted course.

    (**Note:** If you instead use the "ADD" enrollment feature to get on a wait list for a class that has a time conflict with a class in which you are already enrolled, you will not be auto-enrolled into the waitlisted class until you "DROP" the class which presents the time conflict.)

5. **What prevents students from adding themselves to a wait list?**

    •The student's enrollment appointment time has not been reached

    • A "hold" exists on a student's record

    •Course requirements (prerequisites or requisites) for the class have not been met

    •The student is already enrolled in another class section of the same course (unless a "SWAP" was performed. See question #4 for information on the "SWAP" feature.)

    •Wait list capacity has been reached

    •Maximum number of wait-listed units has been reached (16 units)

    •Class does not have a wait-list option or a class is not closed

02/2014

6. **What prevents students from being enrolled from a wait list?**

•The student has a hold that was not present at the time of enrollment

• Adding the waitlisted class will exceed the maximum number of credits (16) for which a student can be enrolled (unless permission has been granted to enroll in more than 16 credits.)

•The student is still enrolled in another section of that class (unless a "SWAP" was performed. See question #4 for information on the "SWAP" feature.)

•If there is a time conflict between a course for which a student is already enrolled and a wait-listed course (unless a "SWAP" was performed. See question #4 for information on the "SWAP" feature.)

7. **Will students be notified that they've been auto-enrolled into a wait-listed class?**

•The system does not notify students of auto-enrollment from a wait-list.

8. **Can students remove themselves from a wait list?**

•Students can remove themselves from a wait list by following the same process as for a standard drop.

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