

Wait List Frequently Asked Questions

What is the purpose of the wait list?

If a class has reached its maximum enrollment limit, you may choose to add your name to the waitlist. If space opens up in the class, you will be notified via email of the opportunity to register for the class.

How do I add my name to a wait list?

If you have attempted to register for a class that has reached its maximum enrollment limit, WebSMART will present you with the option to place yourself on the waitlist. Just click on the Action box and choose Waitlist then click on the Submit Changes button.

How will I be notified if an opening occurs and I can add the class?

If space opens up in a class for which you are waitlisted, you will be notified by email only. If you have not provided a valid email address, log on to WebSMART and enter the email address information.

Must I add the class by a certain deadline?

Yes. You must register for the class on WebSMART only, within 48 hours of the time the email was sent to you. If you fail to do so, your name will be moved to the bottom of the waitlist and the space will be offered to the next student on the waitlist. Please note: In-person registration will not be allowed. You must use WebSMART.

Can I add my name to more than one waitlist for the same course?

Yes. We encourage you to review your schedule and waitlist only those classes that are appropriate for you and your schedule.

Will I know what number I am on the wait list?

No.

What if I am no longer interested in being on a wait list?

Please log onto WebSMART and remove your name from the waitlist.

How will an instructor know that I am on the wait list?

The instructor's class roster will display the names of students on the wait list.

Can I add my name to the wait list after the first day of the semester?

It all depends. Some classes start on the first day of the semester and others start later on. The waitlist will stop accepting new names on the first day of class, which may or may not be the first day of the semester. Please check the schedule of classes to determine start dates.

Can I add my name to the wait list of a late start class?

Yes. Waitlist will stop accepting new names on the first day of the class, which may be different from the first day of the semester.

What if I don't meet the prerequisite for a course? Can I still add my name to the wait list?

Yes. You can add your name to the waitlist if you do not meet prerequisites. Prerequisite checking will take place at the time you register for the class. If you do not meet prerequisites at the time of registration, you will be prevented from registering for the class. Prior to the registration deadline cited in your waitlist email notification, you must meet all course requirements.

What if I have a time conflict with another class?

You must change your class schedule to eliminate the time conflict.

Will I need an authorization code after the start of the class if I was on a wait list?

Yes. Attend the first class meeting and obtain an authorization code from the instructor if space is still available.

Will I have to pay fees for the class once I've added my name to the wait list?

No. Fees will be assessed at the time of successful registration in the class.

I don't have an email account. Can I still add my name to a wait list?

No. You must have an email address on file in WebSMART in order to access the wait list functionality. If you do not currently have an email account you can find referrals to free accounts by following the "Update Your Email Address" menu in WebSMART. Keeping your email address current in WebSMART will allow you to receive important information from your college.