

Student Guide to class waitlist and permissions

Starting for the fall 2015 class registration period, automatic course waitlists will be available for some courses. Class waitlists queue students to enroll into closed classes if seats become available. It will make registration and schedule adjustments more convenient and equitable for all students.

How do enrollment permissions work?

Starting for the fall 2015 class registration period, WCU will be utilizing enrollment permission to assist students in registering into restricted courses. The enrollment permission will allow students to enroll themselves in restricted courses via myWCU.

Permissions can be issued for: Overriding prerequisites; granting department consent; allowing students to enroll into closed classes; and allowing students to enroll into restricted courses such as: Independent studies, Individualized instructions, credit by exam courses.

1. When a student is granted permission to enroll into a course they will receive an email via their WCU student account. It will notify them what course they have been granted permission for and how to enroll.

Class	Schedule
ART 111-01 LEC (7928)	MoWe 12:00PM - 2:30PM E.O. Bull 132
ART 206-01 LEC (8038)	TuTh 9:30AM - 12:00PM E.O. Bull 161
CLS 255-01 LEC (3098)	MoWe 4:25PM - 5:40PM Main Hall 314
CSC 110-01 LEC (3252)	TBA

[Weekly Schedule ▶](#)

My Permissions

Term	Subj	Cat Nbr	Section	Expire Dt	Type
2145	ART	106	01	10/02/2014	Add
2145	ACC	201	01	01/27/2015	Add

2. Students will also be able to see the permissions they have been granted and not yet used, on their myWCU page under the “my schedule” sections:
 3. Once permission has been used it will be removed from the My Schedule list in myWCU.
 4. The student enrollment process seamlessly ties to enrollment permissions. Students follow the standard procedures to search for and enroll in classes via myWCU.
 - a. If students have been given closed class permission, they will need to uncheck the “show open classes only” box on the search page in order to have their course appear.
 - b. myWCU automatically checks for permissions when a student goes to enroll into a class they have been issued permission for. Students don’t need to take any additional steps to indicate they have received permission to enroll into the course.

Students should be aware that it is their responsibility to register for all courses and should check the accuracy of their course schedule in myWCU frequently.

How does waitlist work?

- Waitlists are set on select courses. Not all courses will have a waitlist available.
- Once a class reaches its maximum enrollment, eligible students who attempt to add the class will have an opportunity to enroll onto the waitlist.
- Students are permitted to waitlist up to 7 credit hours.
- If a seat becomes available in the class, students on the waitlist will be enrolled into the course.
 - Students will receive an email via their WCU student account letting them know if they were enrolled into the course.

- The last day students are able to enroll onto a course’s waitlist is the Friday before the start of classes- Friday August 21st for the fall 2015 semester.
- If students are no longer interested in being on a waitlist, **it is the students’ responsibility to drop the course.**
- The waitlist process will continue to run through the drop/add period, ending on Tuesday August 31st for the fall 2015 semester.

Important things to know about the waitlist:

- The last day to enroll onto the waitlist is the Friday before the start of classes.
- You must **drop** a waitlist request if you no longer want to take the course.
- The waitlist is prioritized based on the date students enroll onto the waitlist. The waitlist process will try to enroll students based on their position on the waitlist. Below are some reasons why students may not be enrolled into the class:
 - The waitlisted course meeting pattern conflicts with another course the student is enrolled in.
 - Enrolling the student into the waitlisted course would cause the student to exceed the maximum allowable credits (18 credit hours for full-time students during the fall & spring).
 - The student is enrolled into another section of the waitlisted course.

If the waitlist process attempts to enroll the student into the class and is unable to because of one of the above reasons- the system will send the student an email letting them know of the conflict.

How to enroll onto the waitlist

1. Logon to your MyWCU account.
2. Click on “Enroll in a Class” link, select the term in which you want to enroll and click on the green button “Continue”.
3. Answer the question at the top of the page, ...” if you intend on being full time” (Yes or No)
4. Search for classes by clicking on the green “search” button”
 - a. **Be sure to uncheck the “Show open classes only” box in the search criteria.**
5. After identifying and selecting their course they are brought to the Add Classes page. Students will select the “Wait list if class is full” option.

Add Classes

*Please indicate whether you intend on being Full Time **Steps** 1 2 3

1. Select classes to add - Enrollment Preferences

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THA 101 - Intro to Theatre

Class Preferences

THA 101-01	Lecture	Wait List	Wait List	<input checked="" type="checkbox"/> Wait list if class is full
Session	Regular Academic Session		Grading	Graded
Career	Undergraduate		Units	3.00

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	Mo 4:15PM - 6:45PM	TBA	Kristen O'Rourke	01/20/2015 - 05/04/2015

6. Add the course to your “tentative classes” list and click on the green button “Proceed to Step 2 of 3”
7. Click on the green button “Finish Enrolling”
8. When the student is finished enrolling they will receive the following message in myWCU: “Class # is full. You have been placed on the waitlist in position number _.”

9. The student's schedule shows the course status as Wait listed (displays as an orange triangle).

My 2015 Spring Class Schedule

✔ Enrolled
 ✖ Dropped
 ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
ACC 201-01 (7597)	Financial Acct (Lecture)	MoWeFr 8:00AM - 8:50AM	TBA	B. Allen	3.00	✖
ACC 300-01 (11340)	Fraud Examination (Lecture)	TBA	TBA	Staff	3.00	✖
ACC 303-02 (7103)	Cost Accounting I (Lecture)	TuTh 9:30AM - 10:45AM	TBA	R. Barndt	3.00	✖
CSC 110-04 (1549)	Fundament of CSC (Lecture)	TuTh 8:00AM - 9:15AM	Anderson Hall 004	S. Patterson	3.00	✖
PHI 101-01 (2457)	Intro Philosophy (Lecture)	MoWeFr 9:00AM - 9:50AM	TBA	R. Main	3.00	▲

Waitlist swap functionality

This functionality allows students to enroll onto a course's waitlist and designate which class they would like to drop if enrolled onto wait listed course.

This functionality is *essential* for students who:

- Would be enrolled in more than 18 credits should they be enrolled into a course they are waitlisted for.
- Students who are waitlisting into another section of a course they are already enrolled in.
- Students who are waitlisting into a course that meets at the same time as another course they are already enrolled in.

1. In myWCU enrollment self-service, students must navigate to the Swap tab.

Class/Course Search Plan My Courses **Enroll/Drop** My Academics

my class schedule add drop **swap** edit term information

Swap a Class Steps 1 2 3

2. Students will enter which course they would like to swap from their current class schedule.
3. Then enter the "with this class" – the class that the student is enrolling onto the waitlist.
4. On the Swap page, the students will need to select "wait list if class is full" option.

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Swap This Class

Select from your schedule PHI 101: Intro Philosophy

With This Class

Search for Class Class Search search

Enter Class Nbr enter

My 2015 Spring Class Schedule

PHI 102 - Intro Relig Study

Class Preferences

PHI 102-01 Lecture ▲ Wait List Wait List Wait list if class is full

Session Regular Academic Session Grading Graded

Career Undergraduate Units 3.00

Enrollment Information

- Interdisciplinary
- Writing Emphasis

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	TuTh 8:00AM - 9:15AM	TBA	ZSTAFCAS ZSTAFCAS	01/20/2015 - 05/04/2015