**Waitlisting** – If the section you are attempting to register for is full, you can get on the waitlist for the class and possibly get in if a seat becomes available or if the instructor decides to overenroll the class.

What Happens After Waitlisting:

- Before the class starts – if an open spot becomes available, you will be automatically registered into the class (depending on the quantity of open seats, number of students waitlisted, and your rank on the waitlist). You will receive an email notification if this occurs.
- After the class has started – the auto-enrollment into open seats does not occur during this time period. An Add Authorization is required to register for the class (see the Add Authorization section for further details).

How to waitlist –

To waitlist for a section, follow the standard steps to register. Where you'd normally see a *Register* button you'll see a *Waitlist* button instead.
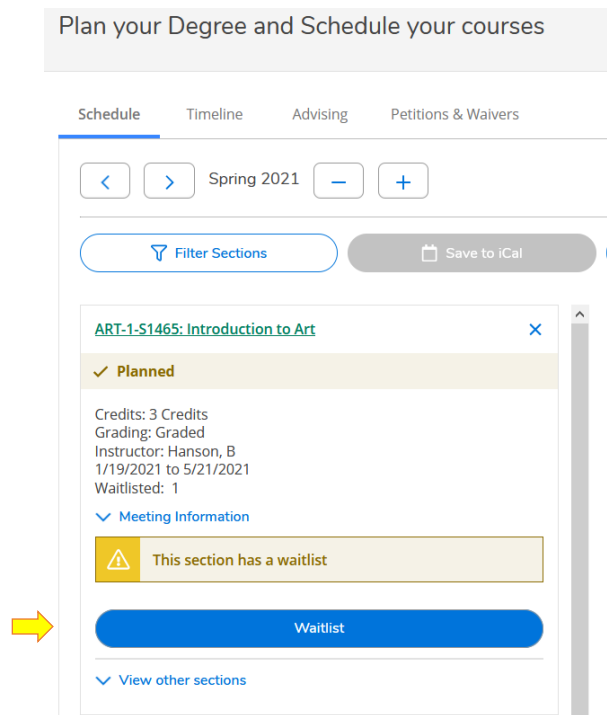

Add Authorizations – once a class starts (beginning at 12:00am on the class' start date) no students are allowed to register without having first received an Add Authorization from the instructor.

How to request an Add Authorization –

Add Authorizations can be requested in-person by attending the first class meeting, or by emailing the instructor and requesting one.

- Instructor email addresses can be found in the section details
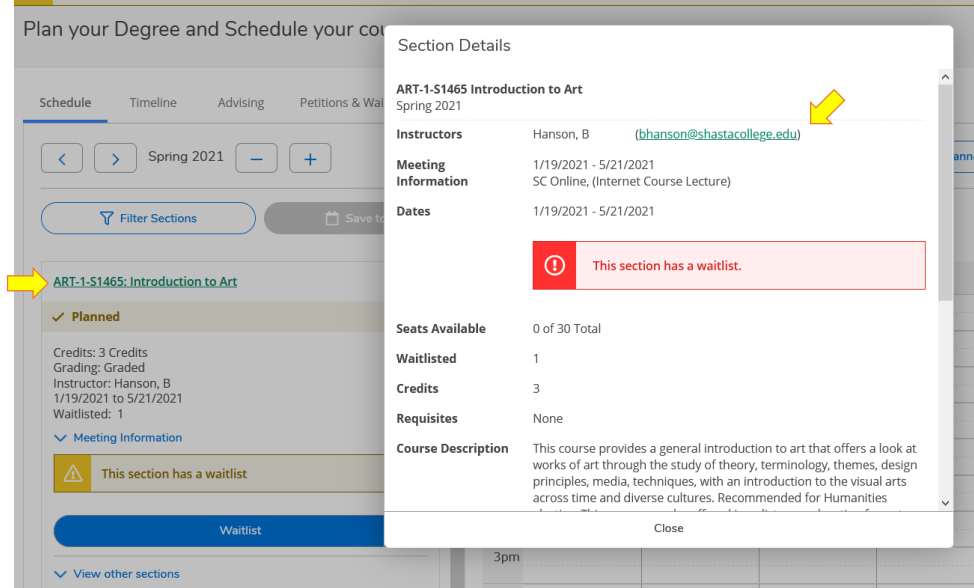
- When requesting one via email, be courteous and remember to provide the instructor with the following pertinent information to assist with locating your account:
  o Full name (legal name of record, not a nickname or preferred name)
  o Student ID number
  o The name of the course section that you're trying to get into (e.g. ART-1A-F1234)

What if you're already on the class' waitlist? –

Being on the waitlist does not guarantee you an authorization. If the instructor decides to allow additional students into the class, priority goes to students on the waitlist, by waitlist rank, and then to everyone else based on availability and time requested.

How to register once you've received an Authorization –

Once the instructor has granted the authorization, a blue banner will appear on the section on your registration page. On the first day of class through census date, you can register as you normally would.