Faculty Guide to Wait List

Wait List is a queue of spots for selected classes that enrolls eligible students in the class as seats open. Several stipulations exist for students who wish to be wait listed for a class: **Students are not guaranteed a spot in the class by joining the roster, and should not expect to be enrolled by wait listing in a class.**

How does Wait List work?

- A student has to meet several eligibility conditions to get on the class Wait List (below).
- Interested students register as a Wait List student when the class is full.
- Each student is permitted to Wait List up to 8 credit hours.
- As seats in the class open, students are automatically enrolled in the order they joined the Wait List.
- If a student is no longer interested in being on a Wait List, it is the students’ responsibility to drop the course (remove themselves from the Wait List).

How will Wait List students be enrolled?

- Periodically each day HUB checks to see if a class with a Wait List has a space available for waitlisted students. If space becomes available, it will enroll the eligible students by order of their position on the Wait List. A Wait List student is not enrolled immediately after a different student drops the course, but the seat remains held for Wait List students until HUB runs its process.
- This process will continue through the end of drop/add.
- A daily email will be sent to notify students if they have been added to the course or if the process attempted to add them but there was an issue (see FAQs).

What are the eligibility requirements for Wait List?

- Class must be enabled by the department to accept a Wait List
- Class has to be closed
- The student has to have a valid enrollment appointment or it is during open enrollment
- The student does not have a negative service indicator (hold) that prevents registration
- The student meets class pre- and co-requisites, if any
- Registration complies with UB’s repeat policy
- **The student does not have a time conflict with another course in their schedule**
- **The student will not exceed maximum term unit limits**

**The Wait List function will not prevent students from signing up for the Wait List in these situations, however if a seat becomes available, HUB will not be able to add the student to the class and they will be skipped over. They will remain on the Wait List, but the seat will be given to the next eligible person on the Wait List.

Please read the Student Frequently Asked Questions.
View Students on a Wait List for your Class

• Login to the HUB Faculty Center

• From the Faculty Center Main Menu, click the 🏛️ icon next to the class

• In the Enrollment Status field click on the drop down box and select “Waiting”

You will then be able to view the students displayed in the order that they are on the Wait List.

How to Determine if a Class is Currently Accepting a Wait List

• Click on the Search Tab
• Select the Term from the dropdown box

Next, we'll enter the Subject and Course Number.
1. Enter the Subject in the Subject field. If you need assistance, click the button. For our example, we’ll want the subject MGB.

On the alphabetic list, click “M”

Scroll down the list until you see MGB. Click the green select button.

2. Enter the Course Number. Our example, the course number is 301.

3. Click

Courses and course sections that have a Wait List will be identified by an orange triangle.

Classes that are Open are designated with a green circle

Classes that are Open with Reserves are designated with a circle with an “i”

Classes that are closed are designated with a blue square

This concludes this tutorial