

Wait List Frequently Asked Questions

1. How does the Wait List process work?

When a class is full, but a department has designated it to allow Wait List, the student has the option during registration to Wait List the class. Students are given a position on the Wait List, and if a seat opens in the class, students are moved from the wait list in that order.

HUB does not immediately move a student from the Wait List into an open class. Periodically HUB runs a process to check for open seats and move Wait List individuals who are eligible for enrollment. HUB holds the open seats until the process is run, it will not be possible for new students to bypass the Wait List for a course.

2. How often will the Wait List process run?

The Wait List process will run at least once every 24 hours. Beginning the week prior to the start of the term, through the end of the drop/add period, Wait List will run hourly.

3. Will every class have a Wait List? Is the Wait List unlimited?

No, each department will choose which class has a Wait List. The system also has limitations in place which will impact which classes will be able to have a Wait List and which will not.

Each department will also determine how many spaces to keep on their Wait List. If a Wait List becomes full, the class will appear as closed.

4. How do I know if a class has a Wait List?

The Wait List option only shows in HUB once all of the seats in the class have been filled and the section closes. When a Class Search is performed to include these closed classes, users will notice a yellow triangle beside classes that have available waitlist seats.

Once the waitlist capacity has been reached, the waitlist feature is unavailable and the blue closed class icon will display beside the section in Class Search.

For classes that are closed but that you would like to attempt to enroll in, it is recommended you continue to check HUB regularly, as space in the class (green circle) or space on the Wait List (yellow triangle) may open at any point.

5. When can I join the Wait List?

For a course that has Wait List enabled, as soon as the section fills up the Wait List will become available, until the Wait List capacity is reached, at which point the class will close completely. A Wait List may be available as early as the first day of enrollment, and as long as space remains a student may add themselves to the Wait List through the end of Drop/Add. After the Drop/Add deadline no students will be moved from the Wait List to the course.

6. If I join the Wait List, am I guaranteed a space in the class?

No, you should expect to not be enrolled in the course and not count on registration for that class. You will only be enrolled if another student drops the course prior to the end of drop/add and you meet all eligibility requirements at the time enrollment is processed.

7. Will I be notified if I have been enrolled in a course for which I was on the Wait List?

Yes, an automatic email is sent shortly after enrollment is processed to notify you if you have been added to the course.

8. If I am number 1 on the Wait List and a space opens in the class, does this mean I will definitely be enrolled in the course?

No, there are a few reasons you may not be enrolled even with a position of number 1. An email will be sent daily to students who could not be enrolled when a space became available.

- **Time Conflict:** If you have an existing class on your schedule with a time conflict with the Wait Listed course, you will not be able to be added to the class. HUB will allow you to join the Wait List for a course with a time conflict but it will not enroll you in the class, so it is your responsibility to ensure in advance that this does not occur. A student may use the *Swap* feature in Enrollment to tell HUB to add the Wait List class and drop the other if a space becomes available.
- **UB's Repeat Policy:** Information on the Undergraduate Repeat Policy can be found here: <http://undergrad-catalog.buffalo.edu/policies/grading/repeat.shtml> The Wait List is impacted specifically by this section: A student may twice enroll him or herself into a course for which the student has a grade other than 'W' (administrative withdrawal). Any further repeat enrollment, i.e., a third or subsequent enrollment, in that course shall be with the approval and by action of the academic unit offering the course. If a student is attempting to Wait List a course which they have already taken twice, HUB will allow them to add themselves to the Wait List, but enrollment will not occur in the class. A department who grants permission for a third or further subsequent attempt can add a student to the Wait List if they feel it is appropriate.
- **Multiple Enrollment in the Course:** If you are already registered in another section of the class HUB will not add you should a space become available. HUB will allow you to join the Wait List when you are already enrolled in another section, but you will never be moved into the Wait Listed section if a space becomes available. In some situations you may use Swap to Wait List a different section of the same courses, see the FAQ about these scenarios.
- **Pre or Co-Requisites:** When you add yourself to the Wait List, HUB checks to make sure that you meet the Pre or Co Requisites for a course, however if the current semester finishes and you failed a course that was a prerequisite, or you subsequently dropped a course that was a co-requisite, you remain on the Wait List, but if a space becomes available you are no longer eligible and HUB will not add you to the class
- **Maximum Term Unit Limit:** Each student is permitted to enroll in a maximum number of units (credits) per term. When you add a class to the Wait List, it does not count towards the limit, but if a space becomes available and enrollment would result in you exceeding the limit, HUB will not add you to the class. A student may use the *Swap* feature in Enrollment to tell HUB to add the Wait List class and drop another if a space becomes available.

For each of the above instances you remain on the Wait List, in your current position, but HUB bypasses you and assigns the next eligible student to the course. You will have missed that opportunity to be enrolled. You will be emailed daily if this occurs. At that time it is your responsibility to rectify the issue (if possible) or drop yourself from the wait list. If you rectify the issue and another seat becomes available, HUB will try to enroll you in the class. If you remain on the Wait List and are not able to rectify the issue you will continue to receive emails when you have been passed over until you Drop the Wait List.

Another reason you may not be enrolled is if you are on the Wait List for a course with multiple components (lecture, recitation, lab, etc). For example, you may be number 1 on the wait list for a Lecture and number 1 for Recitation A, but if someone from Recitation B drops the course and there was a person on the Wait List for Recitation B, they will be given the space in both the Lecture and Recitation B. You were bypassed in this instance because your specific recitation section still did not have seats available. You will not be notified if this occurs.

9. If a class has multiple components (lecture, recitation, lab, etc), how does that impact Wait List?

If a department has enabled Wait List on a multiple component course, you can join the Wait List when just one component or both are accepting a Wait List. If a Lecture is still open, but the Recitation has a Wait List, you will join the Wait List for both the Lecture and the Recitation. You will not be enrolled in either section until a space is available in both.

10. Can I Wait List a different section of the same course?

If you are not enrolled in any section of the course, and multiple sections have a wait list, then you can wait list multiple, however you will be enrolled in whichever section has a space open first. You cannot prioritize which section you get added to. The other section for which you were Wait Listed will be removed immediately from your schedule if you become enrolled. Similarly, if you are on the Wait List for a course and enroll directly into a different section, you will be removed automatically from the Wait List for any Wait Listed section.

If it is a single component course (ex. Lecture only) and you are already enrolled in one section, you can Wait List a different section using Swap. If a space becomes available you will be added to the new section and dropped from the old section. HUB will allow you to join the Wait List for a different section without using Swap, however it will never be able to enroll you should a space open, so please use Swap in this instance.

In a multi-component course ((ex. Lecture and recitation, lecture and lab, etc) you cannot wait list for a different recitation/lab that is associated with the same lecture. However, if there is a different recitation/lab associated with a different lecture then you can Wait List that set of lecture and recitation/lab. For example, if you were enrolled in Lecture A and Recitation A1, you cannot Wait List Recitation A2, but can Wait List Lecture B and Recitation B1 if available. This transaction can only be processed using Swap.

11. When should the *Swap* feature be used instead of Enrollment: Add.

Swap can only be used by students. It should be used when a student wishes to drop a different course (particularly when there would be a time conflict or the student would exceed the maximum term limit) only if they are enrolled in the Wait Listed course.

Please note that if you originally did not use Swap, but have realized swap is the appropriate option, that you must Drop your position on the Wait List and add yourself to the Wait List again using Swap- you will **not** retain your position and you will put yourself at the bottom of the List.

You can use Swap with the different sections of the same course if it is a single component course (ex. Lecture only). You cannot use Swap to Wait List one recitation or lab when you are enrolled in another if they are tied to the same lecture, but if they have different lectures associated with them then you may also use Swap.

Departments/Advisors should not use Swap to add a Student to the Wait List

12. When should the *Drop if Enroll* feature be used?

This is an option available only available to departments and advisors who process enrollment. This would be used to drop a student from a different course, if they are successfully moved from the Wait List to an enrolled student in a course.

This feature should be used by departments/advisors in place of Swap. If a department/advisor uses Swap, the student will be dropped immediately from the different course as soon as they are added to the Wait List (rather than if the student gets a seat in the course).

This option can also be used to drop a different section of the same course, however they must have different class associations. With single component courses, each component should have its own association, so it can successfully be used. With multi-component courses it can only be used if there are multiple class associations. We cannot use *Drop if Enroll* to Wait List one recitation or lab when the student is enrolled in another if they are tied to the same lecture, but if they have different lectures associated with them then it can be used.

13. I see the Wait Listed course in my schedule, does that mean I was added to the class?

No, all Wait Listed courses show in your schedule and will say “waiting” under the status area. In your List View you can view your Wait List position. In the Weekly Calendar View the wait listed course also shows, but still says “waiting”.

14. How many classes am I allowed to Wait List?

There is no limit to the number of classes you are able to Wait List for, however you are only allowed to be on the Wait List for a combined number of 8 credits. If you attempt to Wait List a course in which you would exceed 8 Wait List credits, you will not be able to be added to the Wait List.

15. How do I remove myself from the Wait List?

Students remove themselves from the Wait List by dropping the class in HUB just like they would drop any other course. Since Wait List runs through the end of drop/add, it is imperative students remove themselves from Wait Listed courses they are no longer interested in. **If a student does not remove themselves from the Wait List and the result is enrollment in a course, they must drop the course prior to the end of drop/add, otherwise they will be responsible for any financial and academic impacts.**

16. Will I be billed for Wait Listed courses?

No, being on the Wait List is not the same as being enrolled, so you are not billed. If you become enrolled in the course you will be responsible for tuition and fees.

17. How does Wait List work for classes with a reserved capacity?

If the non-reserve capacity enrollment limit has been reached, the student can Wait List for the class. A class with a reserve capacity may show as open with reserve, however if you attempt to add the class and you do not meet the requirements for the reserved seats HUB will inform you that you don't meet the requirements and that the course is full. If you check the box indicating that Wait List if class is full, you will be added to the Wait List. If a non-reserved space becomes available HUB will process eligible students from the Wait List to fill the space.

19. Does the checkbox saying "Wait List if class is full" mean that the course accepts a Wait List?

No, all courses will show the check box whether or not they accept a Wait List. Checking the box will have no effect on your registration when a class has seats available or when a class is not accepting a Wait List, it will only impact courses which are currently accepting a Wait List, at which point eligible students who enroll and check the box will be added to the Wait List.