Waitlisting Courses

To find a course you wish to waitlist, you need to either search for the course by the four digit class number (a term-specific number that identifies the specific section of the course) or search by subject or subject + course number while unchecking the *Show Open Classes Only* box (if you leave this box checked the search results will be limited to classes with open seats).

Search by class number here

OR

Search by subject or subject + course number but be sure to **uncheck** the Show Open Classes Only box

To enroll onto the waitlist for the course, select the checkbox to *Wait list if class is full* <u>before</u> you select the green *Next* button to add the course to your shopping cart. This option will only be available on courses with the waitlist option enabled. Not all departments elect to use waitlists so this checkbox may not be available on all courses.

Then enroll in the course the same as you would any other. Assuming you meet all the enrollment requirements for the course, at the end of the enrollment transaction you will receive a confirmation that you've been added to the waitlist which includes confirmation of your waitlist position.

Keep in mind that if enough spots open up in the course to reach your waitlist position you will still only be enrolled if:

- You haven't enrolled in another course with the same meeting pattern as the waitlisted course
- You haven't enrolled in another course with a meeting pattern that overlaps with the meeting pattern of the waitlisted course
- You haven't enrolled in your maximum number of allowable credits for the term

You may want to consider enrolling in a "backup" course in case you don't get into the course you want to waitlist. You can even instruct the system to drop you from the "backup" course if a spot in the waitlisted course opens up. This is a good way to ensure that you don't run into one of the above three scenarios. To do this, follow the below instructions.

1. Enroll in the "backup" course first. This is the course in which you will be enrolled unless/until a spot opens up in the waitlisted course. (In this example, the backup course is TEST 500.)

2. Go to the Swap tab and select the "backup" course in which you've already enrolled from the drop down menu in the *Swap This Class* section of the page.

Search	Plan	Enroll	My Academics
my class schedule || add || drop || swap || edit || term information

Swap a Class   [1]─[2]─[3]

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Fall 2016 | Undergraduate | The Catholic Univ of America   [change term] [buy my books]

Swap This Class

Select from your schedule   TEST 500: Test Course   ▾

With This Class

Search for Class   Class Search ▾ [search]
                  ------ OR ------
Enter Class Nbr   [   ] [enter]

▶ My Fall 2016 Class Schedule

3. Search for the course you wish to waitlist in the *With This Class* section of the page. Alternately, if you know the four digit class number for the course you can enter it in the field provided. (In this example, the course to waitlist is ART 201.)

Search	Plan	Enroll	My Academics
my class schedule || add || drop || swap || edit || term information

Swap a Class   [1]─[2]─[3]

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

Fall 2016 | Undergraduate | The Catholic Univ of America   [change term] [buy my books]

Swap This Class

Select from your schedule   TEST 500: Test Course   ▾

With This Class

Search for Class   Class Search ▾ [search]
                  ------ OR ------
Enter Class Nbr   [   ] [enter]

▶ My Fall 2016 Class Schedule

4. Once you've located the course you with to waitlist, select the checkbox to *Wait list if class is full* and then select the green *Next* button.

5. On the following page, confirm your selections by selecting the green *Finish Swapping* button.

6. This swap transaction will add you to the waitlist for the new course while keeping you enrolled in the "backup" course. If enough spots opens up in the waitlisted course to reach your waitlist position the system will automatically drop you from the "backup" course and enroll you in the waitlisted course. The only situation in which this would not happen is if the waitlisted course has a credit value greater than the "backup" course and enrolling you into the course would put you beyond the maximum allowable number of credits for your school.