

Frequently Asked Questions...

WAITLISTS

WHAT IS A WAITLIST?

A waitlist is an electronic list of students who would like to enroll in a closed class. Waitlisting does not guarantee enrollment into any class and not all classes have waitlists. Waitlisted students must meet all registration requirements, including time conflicts and prerequisite requirements.

HOW DO I PLACE MYSELF ON TO A WAITLIST?

Log on to myGateway, go to **“Reg Tools”** and click **“Add or Drop Classes”**. Enter the CRN of the class. You will be advised if the class is closed, and be given the option of adding to the waitlist if waitlist seats are available. To place yourself on the waitlist, use the drop down menu and select **“Waitlist”**, then click **“Confirm Your Choices”**.

HOW DO I REMOVE MYSELF FROM A WAITLIST?

Log on to myGateway, go to **“Reg Tools”** and click **“Add or Drop Classes”**. To remove yourself from a waitlist, use the drop down menu and select **“Waitlist Drop”**, then click **“Confirm Your Choices”**.

CAN I ADD TO MORE THAN ONE WAITLIST?

Yes, you can add to more than one waitlist for different subjects but you CAN NOT add to more than one waitlist for the same course.

HOW CAN I MONITOR MY WAITLIST PRIORITY?

Log on to myGateway, go to **“Reg Tools”** and click **“Check Waitlist Status”**.

HOW WILL I KNOW IF A SEAT IN THE CLASS BECOMES AVAILABLE WHILE I AM ON THE WAITLIST?

If a seat becomes available, waitlisted students will be notified via a **Personal Announcement** on myGateway. We also recommend that you closely monitor your waitlist status yourself. You can view your priority position and whether or not a seat becomes available by going to **“Reg Tools”** and clicking **“Check Waitlist Status”**.

HOW DO I ADD THE CLASS ONCE I SEE THAT THERE IS AN OPEN SEAT WHEN I GO TO “CHECK WAITLIST STATUS” OR RECEIVE A PERSONAL ANNOUNCEMENT ON MYGATEWAY OR A WAITLIST EMAIL NOTIFICATION?

Log on to myGateway, go to **“Reg Tools”** and click **“Add or Drop Classes”**. Go to the specific waitlisted class in your list of classes and use the drop down box to register for the course. Don't forget to click **“Confirm Your Choices”** and **“Complete Registration”**.

HOW LONG DO I HAVE TO ADD THE CLASS WHEN A SEAT BECOMES AVAILABLE?

Once a seat becomes available you have 48 hours to add the class **OR** till midnight prior to the start day of class, whichever comes first.

WHAT IF I MISS THE 48 HOUR DEADLINE TO ADD INTO A CLASS AFTER A SEAT OPENS?

Your name is automatically removed from the waitlist and the next waitlisted student is notified.

WHAT IF I AM ON A WAITLIST AND NO SEAT BECOMES AVAILABLE BEFORE THE FIRST CLASS MEETING?

You must attend the first class meeting. Your name will appear on the instructor's roster as waitlisted. If there are seats available, the instructor will provide you with an Add Authorization code. Waitlisting does NOT guarantee enrollment into any class.