

## Automated Waitlisting - Overview

Automated Waitlisting allows matriculated students to add themselves to a waitlist in myOswego for full-semester sections that offer the option and have reached capacity.

When a seat becomes available in a full section that uses Automated Waitlisting (cap is raised, another student drops the class, etc.), an email is sent to the first person on the waitlist indicating that they have 24 hours to register - the seat is effectively “held” for them. If the student does not register or decides to drop the WL in that timeframe, their time expires and the next student on the waitlist is notified.

Waitlisting is an option that can be used on a section-by-section basis. The Waitlist will be as large as the section capacity: e.g. a 30-seat class will allow 30 students to waitlist after it has reached capacity.

The Automated Waitlisting option is available for full-semester Graduate and Undergraduate courses from Advance Registration through the fifth day of classes.

Non-matriculated students are not eligible to use waitlisting.

Waitlisting works on a “first-come, first-served” basis.

Waitlist Error checking works the same as registration, with the following exceptions:

- Waitlisting does not display an error for duplicate courses (the student may WL multiple sections of the same course)
- Waitlisting does not display an error for Time Conflicts (the student may decide to drop the conflicting course in favor of the WL course)
- Waitlisting will not check for Linked course or co-requisite errors – because the waitlist will be built on only one half of the link/co-req pair.

All Registration Error checking is done as normal at the point of registration.

The Registration Overrides in myOswego work for Waitlisting. For example, if a student wants to waitlist but cannot because of a major/minor restriction, the instructor can enter a Registration Override in myOswego. This will allow to the student to Waitlist and, eventually, register.

Benefits:

Students are notified when seats become available.

Can eliminate manual tracking and updating of waitlists / requests / restrictions in departments.

The data generated will allow us to communicate with students on a waitlist: e.g. new section has been added, seats are available in another CRN, course is offered in summer/winter, etc.

For sections that use the Automated Waitlist option, departments and faculty should not:

Apply additional restrictions

Request Capacity overrides

For student-facing content, including screenshots, see <https://www.oswego.edu/registrar/waitlisting>