

How does a student get waitlisted for a course?

- To get on a waitlist for a full or closed course, go to the [Look Up Classes](#) link in the secure area of ArgoExpress and find the course that is closed (indicated by a 'C' below and missing the checkbox functionality).
- Note the CRN for the course (a 5-digit number unique to the specific section).
- Click on [Add or Drop Classes](#)
- Enter the CRN into the boxes at the bottom of the Add or Drop Classes page and click on Submit Changes.
- Click the dropdown arrow (from the action menu) and select Add to Waitlist.
- Then click on the Submit Changes (bottom left) button.
- If a seat becomes available a notification will be sent to the University issued email (UProvidence email account).
 - From the time the email notification is sent, a student must add himself/herself to the course in ArgoExpress within 24 hours.
 - After the 24-hour timeframe, if the course is not officially added by the student, that student will be removed from the waitlist and the seat will be offered to the next person on the waitlist.
 - If removed from a waitlist due to expiration of the 24-hour timeframe, the only way to get back on a waitlist is to go through the process as described above.

Sections Found							
Business							
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title
<input type="checkbox"/>	30072	BUS	240	A	C	3.000	LEADERSHIP & MANAGEMENT
<input type="checkbox"/>	30073	BUS	245	A	C	1.000	ARGO ENTREPRENEURS
<input checked="" type="checkbox"/>	30075	BUS	335	A	C	3.000	COMMERCIAL LAW II

Add Classes Worksheet

CRNs

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	30075	BUS	335	A	Undergraduate	3.000	Standard	Letter	COMMERCIAL LAW II

Add Classes Worksheet

CRNs

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Wait List on Oct 31, 2019	None	30075	BUS	335	A	Undergraduate	0.000	Standard	Letter	COMMERCIAL LAW II

Total Credit Hours: 0.000
 Billing Hours: 0.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Oct 31, 2019 08:41 am

Q & A

How does Waitlisting work?

When a student attempts to register for a full class they will be given the option to be added to the waitlist. When a seat opens in the course, a notification email will be sent to the first student's UP email address. That student will then have **24 hours** to register from the time the email was sent. If that student does not register within 24 hours, they will be dropped from the waitlist and the next student on the list will be notified.

What happens if a student doesn't register for a course within 24 hours after receiving an e-mail notification?

The student will be dropped from the waitlist and the next student on the list will be notified.

What should a student do if he or she was dropped because they did not register within the 24 hours?

Check the online schedule and reevaluate your options. There may be other courses or sections that have better availability. If no better options can be found you should immediately place yourself back on the waitlist if there is still space available.

Can a student be placed back on the waitlist in the same position after being dropped?

No. Students who do not add their course within the 24 period will lose their spot because after the time period ends, that open seat will be offered to the next student on the waitlist.

How do class restrictions work for Waitlisting?

Restrictions work the same as regular registration. Students must meet all of the course prerequisites, co-requisites and restrictions in order to sign up for a class or a waitlist.

Is there a way for instructors to see students on the waitlist?

Yes. In ArgoExpress, an instructor will notice students on the roster with a registration code of WL rather than RE/RW.

Can students get on a waitlist for a class that has a time conflict with another course?

Yes. Since the waitlist is not actual registration, and accrues no charges, students are able to waitlist for sections that have day/time conflicts with other courses. Once a student receives notification about an available spot in a course with a time conflict schedule changes will need to be made before officially registering.

If a student has a hold on their account, can they add to a waitlist?

No. The same restrictions apply to the waitlist that apply to registering for a course. Any registration holds any registration changes including waitlisting.

If a student receives a waitlist e-mail, but has a registration hold, what should he or she do?

He or she will be unable to register until the hold is removed. If a student receives a waitlist notification email while they have a hold on their account, it will need to be resolved in the allotted 24 hour period otherwise they will be dropped. For this reason we strongly suggest students check their accounts regularly and resolve any outstanding issues before any holds are placed on their accounts.

When is the automatic Waitlist function no longer used?

Two weeks prior to the semester start, the automatic waitlist function is turned off. Students will still be able to add themselves to the waitlist. After the waitlist functionality is turned off, the student can speak with the professor about availability of a course. If an instructor permits a capacity override to a student within the two weeks prior to the start of the semester and through the add/drop dates, the student can submit a formal add/drop form and the instructor can sign as approval.

What happens to the students who remain on a waitlist two weeks prior to the start of the semester?

Students who remain on a waitlist after the functionality is turned off (2 weeks prior to the semester start), will remain on the waitlist for a period of time. The Registrar's Office will work with Division Chairs, Program Leads, and individual faculty to see if there is any potential to get the student into the course. Options include: we have enough students for a 2nd section of the course; the student is a senior and needs the course to graduate; the student is not a senior and can pick the course up in the following semester; we can get the student into a Consortium course; we can offer the course as a Directed Study in a future semester. At Census of each semester, the students who did not receive an override into the course will be removed from the waitlist.

Is the instructor or department able to override a waitlist and add students to the class ahead of other students?

In order to be fair to all students interested in a course, registration from the waitlist is processed on a first-come first-served basis and overrides are not permitted.

If an enrolled student drops a class and a seat opens up, can a student not on the waitlist take the spot?

No. Once a waiting list has been established for a class, only students on the waitlist will be able to add the course.

Remember, the automatic waitlist process may take place at any time, and students have 24 hours to add to the class once the email notification is received.

There are no exceptions as it pertains to this process. It is very important for students on waitlists to check their UP email frequently.