

WAITLIST A COURSE

LSUA has implemented the process of Waitlist. Waitlist is a way for students to get open seats in full sections without having to spend all day, and night, trying to add. When students drop out of a full section, or its department opens seats, students are automatically moved off the section's waitlist to fill the class. An email notification is sent to the student to complete the process to register the course. *It is a first come, first serve basis.*

Being on a waitlist does not guarantee that you will get the class, but once a waitlist is turned on it is the only chance to possibly secure an open seat. It is critical that you regularly monitor your position on a waitlist to determine if you need to add an alternative course.

How does waitlisting a course work?

When a student enrolled in the section drops the course, is purged, or otherwise changes their schedule, the student in the number one slot on the waitlist will be sent an email to add the course. The student emailed has **24 hours** to add the course. If they do not register for the course in the time allotted, the student will have to join the waitlist again putting him at the end of the established waitlist for the course.

What can students do with waitlists?

Students can join a waitlist for any course they have not scheduled if the waitlist for the course is active. They may only join one waitlist per course but no limit on the number of courses they can waitlist. **Waitlisting a course does not guarantee that they will get into the course.**

Can students view waitlists?

Students are unable to see entire waitlists. They are however able to see their line position when they elect to waitlist the course. They are also able to log into **Self-Service** through **MyLSUA** to view the waitlist status for each of their courses.

Do waitlisted courses count towards a student's credit hour max?

No, waitlisted courses are not used to determine if students have reached their maximum credit hours. In addition, waitlisted courses are not used to assess fees.

What happens to waitlisted students if their courses are purged?

If a student has their courses purged for non-payment or for being scholastically dropped, they will be automatically deleted from any waitlist they were on.

When are waitlists available?

Waitlists are available to students throughout the available dates and times of the registration process. When a section is full, a waitlist is automatically created and may be joined by students. The waitlist will be available until the week before the semester starts.

What sections of courses will be waitlisted?

All on-campus course sections are eligible to be waitlisted. *Waitlists will not be accessible until a section's enrollment maximum is met.*

How can students join a waitlist?

Students can join a waitlist during the registration period. In order to be presented with the option to join a waitlist, students must first attempt to add the desired course to their schedule. When joining a waitlist that conflicts with a previously scheduled class, students will have the option to have the conflicting class automatically dropped to make room for the waitlisted class.

How will students know if they are added to a class?

Students who become eligible to register for a waitlist course will be sent an email to their LSUA email account to register for the course. The student is usually given a 24 hour window to register the course. .

What will happen if a student is first on a waitlist, but the student has scheduled the maximum hours permitted?

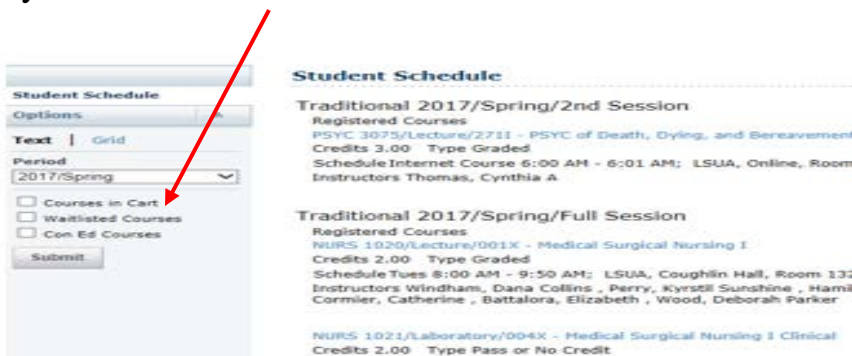
Once the student is notified to register for the waitlisted course, they will have to drop a course to allow for the waitlist course to be registered. As long as the overall hours does not exceed the maximum hours allowed, the student should not have any issue with making this change.

If a student joins a waitlist, are they guaranteed a seat?

No, joining a waitlist does not guarantee a seat. If a seat in the class never opens up, they will not be moved off the waitlist and into the section. Students must check the status of the waitlisted course regularly to decide whether to remove themselves from the waitlist and find alternative courses to schedule. It is up to the student to decide when they can no longer wait for a class and have to schedule an alternative course instead.

How does a student leave a waitlist?

Students can remove themselves from a waitlist by logging into **Self-Service** through **MYLSUA**. Student can select the Waitlisted Courses option in Self-Service to see all the courses they have waitlisted. If a student decides to remove a course from the waitlist, they can select the remove from waitlist for that course.



The image shows a screenshot of the 'Student Schedule' interface. On the left, there is a sidebar with a 'Student Schedule' header and an 'Options' section. Under 'Options', there are two radio buttons: 'Courses in Cart' and 'Waitlisted Courses'. The 'Waitlisted Courses' option is selected. Below these are checkboxes for 'Con Ed Courses' and a 'Submit' button. A red arrow points from the 'Waitlisted Courses' radio button to the main content area. The main content area is titled 'Student Schedule' and lists several course sections. The first section is 'Traditional 2017/Spring/2nd Session' with 'Registered Courses' including 'PSYC 3075/Lecture/2711 - PSYC of Death, Dying, and Bereavement' (Credits 3.00, Type Graded) and 'Schedule Internet Course 6:00 AM - 6:01 AM; LSUA, Online, Room' (Instructors: Thomas, Cynthia A). The second section is 'Traditional 2017/Spring/Full Session' with 'Registered Courses' including 'NURS 1020/Lecture/001X - Medical Surgical Nursing I' (Credits 2.00, Type Graded) and 'Schedule Tues 8:00 AM - 9:50 AM; LSUA, Coughlin Hall, Room 133' (Instructors: Windham, Dana Collins, Perry, Kyrstie Sunshine, Hamil Cormier, Catherine, Battalora, Elizabeth, Wood, Deborah Parker). A third section is partially visible: 'NURS 1021/Laboratory/004X - Medical Surgical Nursing I Clinical' (Credits 2.00, Type Pass or No Credit).