

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 pdx.edu email address. That student will then have **24 hours** to register from the time the email was sent. If that student does not register in 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 in?

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 students to see their position on the waitlist?

Yes. In Banweb, for the specific term, under "Detailed Class Schedule" students can view both registered and waitlisted courses. Each waitlisted course will display the waitlist position.

Can students get on the waitlist for more than one section of the same course?

No. When there are two or more sections offered of the same course, students must choose one section to be waitlisted on. Students are also not be allowed to waitlist for another section of a course in which they have already registered.

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 their 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?

Once school begins, the automatic waitlist function is turned off. Students will still be able to add themselves to the waitlist, but will need to attend class at the first opportunity to speak with the professor about availability. If a seat is available, the professor will either submit a Faculty Registration Override to allow the student to register online, or sign a Special Registration Form to be submitted to the Registration window in Neuberger Hall, by the posted add deadline.

Should students who do not receive a notification email still go to the 1st day of class?

Yes. Many instructors require students to attend the 1st day of class or they will be dropped. This applies to registered and waitlisted students.

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.

What about Priority Registration? Does that mean waitlist priority?

Yes. Priority Registration occurs at the beginning of the registration period and is based on class level. However, after that initial priority, all other registration is on first-come first-served basis. It is highly recommended that students register for all of their classes on the first day of their assigned registration window in order to fully exercise their priority over lower class levels.

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 PSU email twice a day and/or check your waitlist position via Banweb.