MARITIME COLLEGE
STATE UNIVERSITY OF NEW YORK

Waitlisting

An online registration waitlist is an electronic list of students who are requesting to register for a closed course section. Students may sign up for this when they attempt to register for a section that has reached its capacity.

This function allows students to **REQUEST** registration into a closed class electronically (it does **NOT** guarantee a spot in the class). It is intended to help departments and administration manage closed course override requests and determine when extra class sections should be added due to student demand. Waitlists will close prior to the first day of classes. Therefore, any requests to be added to a closed course section after classes begin (including those still remaining on the waitlist) must be done via a Special Registration Override Form.

Waitlist Eligibility Requirements:

- Students cannot sign up on a waitlist if they are registered for another section of the same course.
- The course must fit student's registered schedule at the time they sign up for the waitlist (i.e. no time conflicts).
- If course lecture is linked to lab or recitation, student must also sign up on waitlist for an appropriate closed lab or recitation section or be sure an open lab fits their current schedule. Note: a student approved for registration into such a course from a waitlist may not necessarily be registered for the lab section of their choice.
- Students must meet pre/requisite requirement(s) for the course.

Students on the waitlist are approved to register **at the discretion of the Department Chair** and will be registered and notified by email from the Registrar's Office if a registration is approved.   The student's position on a waitlist is <u>not</u> necessarily processed on a first come, first serve basis. Certain courses may restrict registration approval to select students. For example, a student in his/her last term before graduating may get priority over a student that is not graduating, or a student whose program requires the course may get priority over a student that is requesting to take the course as an elective.

During Registration, a student can add themselves to the waitlist via Maritime Self Service. **See instructions below.**

- Go to the ADD/DROP registration section of Maritime Self Service
- Enter course
- Click Submit Changes
- After receiving a Registration Add Error stating "Closed" or "Waitlist Exists," select "Waitlist Request" from the Action drop down menu
- Click Submit Changes.
- The class for which you just signed up on the waitlist should now appear in your registration a history as WAITLIST REQUEST.