Waitlist: Frequently Asked Questions

What is waitlist and how does it work?
The waitlist is a list of students who are interested in registering for a specific section of a closed class who are waiting to see if a seat becomes available. Students who have met with an advisor can choose to waitlist a class that is closed using WebAdvisor. If a seat becomes available, an email goes to the first person on the waitlist. The student has to register for the class the same day the email is received or the available seat is offered to the next person on the waitlist. Emails are sent through Durham Tech’s student email account, Connectmail.

How do I add myself to the waitlist for a class?
Using WebAdvisor, select Register for Classes. Select the class you are interested in waitlisting. On the Register and Drop Sections page, the action you will select is Waitlist. Review the How to Waitlist Classes help page for step by step directions.

Can I add myself to the waitlist for several sections of the same class?
No. You cannot waitlist more than one section of a class.

Can I register for one section of a class and add myself to the waitlist for another section?
Yes. You can register for one section of a class and waitlist a different section, but you cannot waitlist more than one section of a class.

How am I notified if a seat opens up on the waitlist?
If a seat becomes available and you are next on the list, you will receive an email sent to your Durham Tech email account, ConnectMail, notifying you of an opportunity to register for that seat. You must register for that seat the same day you receive notice or the next student on the list will be given the opportunity to register.

What if I miss the time frame to register for a class I have waitlisted?
If you do not register for that seat the same day you receive your waitlist notice email, the next student on the list will be given the opportunity to register. You will need to go back into WebAdvisor and add yourself to the waitlist for the class again.

How long will I be on the waitlist?
It depends on if any seats become available in the class. It is possible that no seats will become available in the class. Be sure to check your Durham Tech email account, ConnectMail, to see if you have received notification that a seat has become available.

The waitlist will be active during general registration. After general registration ends, the waitlist will no longer be active and no additional registration notices will be sent. During late registration, there is no opportunity to register for a class using the waitlist.
How do I see what classes I have waitlisted?
When you log into WebAdvisor, select Manage My Waitlist to see the classes you have waitlisted.

How do I remove myself from the waitlist?
When you log into WebAdvisor, select Manage My Waitlist to see the classes you have waitlisted. Under Action, select Remove for the classes you want to remove from the waitlist.