

## 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 [Self-Service](#). If a seat becomes available, an email is sent to the first person on the waitlist. The student has to register for the class the within 24 hours of the email 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 [Self-Service](#), search for the class you are interested in waitlisting. Go to the *Student Planning* screen, then choose the *Plan and Schedule* page. Select *Waitlist* on the left-hand side.

### **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.

### **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 Self-Service 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 and remove myself from a waitlist?**

When you log into Self-Service, select *Student Planning* and then *Plan and Schedule* to see which courses you have waitlisted. Under each course you will see a *Drop Waitlist* button. Click the button to remove yourself from the waitlist.