Waitlist Information for Faculty

Some courses at the University have a waitlist function in the student registration system. This waitlist function allows students to waitlist themselves when a course has reached capacity. If/when a seat becomes available in the course students will receive an automatically generated e-mail from the Registrar's Office giving them 24 hours to register themselves for the course. If they do not register themselves for the course within the 24 hour window, they will be dropped from the waitlist and the next student on the waitlist will be offered the available seat. Once a course is full and all slots on the waitlist are full, students will not be able to add themselves to the waitlist for that class. They can continue to check Gulfline for seats to become available in the course or on the waitlist.

You can view the waitlist for your course at any time when you log into your Gulfline account. The "Summary Waitlist" shows you all of the students on the waitlist and the order for which they registered for the waitlist. The "Detailed Waitlist" gives you more information about students on the waitlist, including their major.

The system will no longer allow students to waitlist themselves for multiple CRNs of the same course. Also, the waitlist system will no longer allow students to register for one CRN of a course and waitlist themselves for another CRN.

Students will no longer be able to waitlist themselves for a course as of 11:59 pm the day before classes start (the night before the semester begins). However, students already on a waitlist prior to 11:59 pm will remain on the waitlist until a) they receive a notification that a seat is available and either register themselves for the course or drop themselves from the waitlist or b) 5:00 pm on Wednesday during the Add/Drop period. **The waitlist shuts down at 5:00 pm of the first week of classes (Add/Drop) as listed on the academic calendar.** Once the waitlist is shut down, any students still on the waitlist will be removed from the waitlist and the course will become "first-come, first-serve." **For the remainder of the Add/Drop period, any student can register him/herself should a seat become available in the course (just like a course that never had a waitlist).**

Please Note: If a waitlist is active for your course, it is very important that you <u>not</u> sign students into your course over the cap. Please advise students that they need to waitlist themselves for your course.