

**SUBJECT:** Academic Affairs

**PROCEDURE:** 213.1.1 Waitlist

**EFFECTIVE:** August 2023

**REVISED:**

**REVIEWED:**

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### **Waitlist Procedure**

The Waitlist capacity is set at a minimum of five (5) students but may be adjusted dependent on division and college needs.

Students are able to add themselves to the Waitlist for courses that have reached maximum capacity for all parts of term in Banner Web/MyInfo through the 2<sup>nd</sup> day of all semesters. After the 2<sup>nd</sup> day of the semester, students can be added to the Waitlist for a class that has not started by an Override Authorization Form or Add Card signed by the appropriate college personnel. Dual credit students will not be placed on course Waitlists per [310.1 High School Dual Enrollment](#) policy.

Academic divisions/instructors are encouraged to review Waitlist numbers for courses in all parts of terms. If the course is full, faculty may add students to their course by using Add Cards or Override Authorization Forms (Please see [policy 211.1](#) for more information). However, priority will be given to students on the Waitlists in the order that they were added to the Waitlist.

If a seat opens in a course that has students on the waitlist, a notification email will be sent from the Registrar's Office to the first listed student on the Waitlist. The email will be sent to the student's preferred email in Banner Web/MyInfo. The student will have 36 hours from the time the email is sent to log in to Banner Web/MyInfo and register for the course. If the course is not added after 36 hours the student will be automatically removed from the Waitlist and an email notification will be sent to the next student on the Waitlist. Students will be notified of open seats in the order they are added to the waitlist.

After the second day of classes, students that receive an email notifying them of an open seat in a waitlisted course must contact their advisor and complete an Add Card or Override Authorization according to [policy 211.1](#).