

## Wait list & Add Permit Code Questions and Answers

What is wait listing?	Wait listing will automatically queue a fixed number of students to be automatically enrolled into a class they have opted to 'waitlist' as space becomes available.
How many students will be on a waitlist?	Each division decides how many spaces will be allowed for each course.
When will wait listing go live?	Wait listing will go live on December 3, 2009
How often will the waitlists be advanced/run?	The waitlist will be run/advanced daily. This means if a space is available students on the waitlist will be advanced to an enrolled status according to rank.
Will students be charged fees on the waitlisted classes?	NO unless enrolled from waitlist.
When will the waitlist be turned off?	On January 29, 2010 at 8:00 pm. The Friday before the subsequent term begins.
Will class rosters show waitlisted students?	Yes.
How will students advance on the waitlist?	According to rank- first come first served
How can students verify they are on a waitlist?	Via WebAdvisor-Manage my Waitlist
How will students know they have been enrolled?	An email will be sent to the current email address on file. Students may also log into WebAdvisor, My Class Schedule for enrollment status or Manage my Waitlist for waitlist status/rank.
What is the first day a student can waitlist?	The first day of their registration date. Students can add themselves to available waitlists until January 29, 8:00 p.m. if space permits
What if a student does not meet the prerequisite of a class?	Registration checks are in place and wait listing will fail when a student does not meet the required prerequisite.
What happens when an enrolled student drops a class?	The first student on the waitlist will be enrolled while all others on the waitlist will be moved up in rank.
What happens to students on the waitlist on the day wait listing is closed?	Students on the waitlist on the day wait listing is closed will appear on the class list/roster. If space is available instructors may issue add permit codes to students on the waitlist to allow enrollment
Which classes will require add permit codes?	Classes filled the day before the term starts will remain closed and only those students issued an add permit code by the instructor will be allowed to enroll if space is available. Waitlisted students will be considered first. Classes that fill after the term starts will require add permit codes for WebAdvisor Registration. Add permit codes are for WebAdvisor registration.
What if I have a prerequisite verification form and an add permit code?	Students that have both a prerequisite verification form and an add permit code will need to present both to the Admissions Office during regular business hours and before the last day to add.
What if I have met the prerequisite at College of the Desert and only have an add permit code?	Students that have met the prerequisite at College of the Desert may add/register for a filled class via WebAdvisor using the add permit code.
What is the first day a student can place himself or herself on a waitlist?	If the class is filled, a student may select the wait list option when prompted on the first day of their registration

	priority date.
What is the last day a student can waitlist?	Students can add themselves to waitlists until January 29, at 8:00 p.m.
What prevents students from adding themselves to a waitlist?	<ol style="list-style-type: none"> <li>1. Enrollment appointment date/time has not yet been reached</li> <li>2. Requisites for the class are not met (Message is returned to student that requisites are not met, does not tell them specifically what type of requisite is not met)</li> <li>3. Maximum units to waitlist reached</li> <li>4. Instructor or Dept Consent required to enroll in the class</li> <li>5. The academic department has chosen not to offer waitlist seats for the class.</li> <li>6. The last day to waitlist has passed</li> <li>7. Already on the waitlist for the class</li> <li>8. Class is not yet closed</li> <li>9. Waitlist is at its capacity</li> </ol>
If an enrolled student drops a class and a seat opens up, do waitlisted students get in first?	Before the term begins, yes. Beginning the first day of the term filled classes will remain closed. Waitlisted students in attendance the first day of the class will be given first consideration for enrollment. Students on the wait list that do not show up to the first class meeting may be dropped from the wait list. Only those students issued add permit codes will be allowed to enroll via WebAdvisor.
Can students be on the waitlist for more than one section of the same class?	No.
How will a student move from the waitlist to be enrolled in the class?	Students meeting all registration criteria (meet the prerequisite, no holds, etc.) will be automatically enrolled when space becomes available.
Will students ever use add permit codes to add themselves to the waitlist?	No, add permit codes are used only for official registration.
Can a student waitlist for a class that conflicts in meeting time with an enrolled class?	No.
Are the waitlisted units counted into the student's total units for the term?	Enrolled units and waitlisted units are counted separately. Waitlisted courses are not counted toward full-time status or calculated in bills.
Is there a limit to the number of classes that can be waitlisted?	The limit is set by registration controls in place. The registration control only allows a student to enroll up to 19 units. The system uses credits/units rather than classes.

Can a student be both enrolled and waitlisted for different sections of the same class?	No.
When are Waitlisted classes removed from the Class List?	The waitlist on class rosters will be appear through the last day to add the course. This allows time after the “last day to waitlist” for departments and faculty to issue add permit codes during add/drop.
How do departments and instructors know who is on the Waitlist?	Waitlisted students will appear on the class list.
Can students see who else is on the Waitlist for a class?	No, a student can only confirm that she/he is on the Waitlist for a class.
Can students drop themselves from a Waitlist?	Yes, via WebAdvisor
Can students see their position on the waitlist?	Students may monitor their status via WebAdvisor/Manage My Waitlist.
Can a student be both enrolled and waitlisted for different sections of the same class?	No
Do students remain on the waitlist after they have been enrolled in the class?	No, the student’s name is removed from the waitlist.