Waitlisting a Class in Student Center
A guide for students at the University of Pittsburgh

Overview of Pilot

Students can now waitlist undergraduate classes in PeopleSoft for the spring 2012-2013 academic term. Wait lists are available for single component classes; you cannot waitlist a class with a lab or recitation. You may waitlist up to eight units (credits) until the day before the Add/Drop enrollment period ends (until 11:59pm Thursday, January 17, 2013). There is no tuition charge to waitlist a class.

The number of class enrollment seats determines how many seats are available on the waiting list, as follows:

<table>
<thead>
<tr>
<th>Enrollment Capacity</th>
<th>Wait List Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes with fewer than 10</td>
<td>Equal to the enrollment capacity (&lt;10)</td>
</tr>
<tr>
<td>Classes with 10 to 19 slots</td>
<td>10 wait list seats available</td>
</tr>
<tr>
<td>Classes with 20 or more</td>
<td>20 wait list seats will be made available</td>
</tr>
</tbody>
</table>

Waiting → Enrolled

If a seat becomes available in a waitlisted class, the system will automatically enroll the student holding the first seat on the wait list. Within 24 hours you should receive an email notification that you were successfully enrolled. Check your Student Center Term Schedule often if you are waiting for a class.

Once you become enrolled for the class, you will be charged for that class just as if you had added it normally.

Waitlist Using Add a Class in Student Center

Self-enrollment enables students to add, drop, swap, and edit class enrollments. Log in to My Pitt (my.pitt.edu) with your University Computing Account username and password. Next, click the Student Center link on the right of the page. Next, click Self Service and then click Student Center.

From your Student Center, click the Enroll link, and then select the add tab.

<table>
<thead>
<tr>
<th>Search</th>
<th>Enroll</th>
<th>My Academics</th>
</tr>
</thead>
<tbody>
<tr>
<td>my class schedule</td>
<td>drop</td>
<td>edit</td>
</tr>
<tr>
<td>add</td>
<td>swap</td>
<td></td>
</tr>
</tbody>
</table>

Note: In certain situations, you may wish to waitlist a class using the swap feature, discussed later in this guide.

Term Selection

If this is your first term of enrollment, the system will select your admit term for you as the term for which you will enroll. In this case, skip to the next section: Steps to Waitlist a Class.
When this is not your first term of enrollment, you are presented with a term selection page. Select the term for which you wish to enroll, and then click Continue.

How to Waitlist a Class

Waitlisting is a two-part process involving the student registering for the class and the Office of the University Registrar moving students from the wait list onto the class roster. First, let’s sign up for a class wait list.

Step 1 – Sign up for Wait List

Once a term has been selected, follow these steps to add your name to a class wait list:

1. Run a Class Search to see how many seats (if any) are available in the class and how many students are already on the wait list. Uncheck Show Only Open Classes.
2. On the **Search Results** page, review the class availability. Notice that the class status has a yellow triangle to indicate available seats on the *Wait List*. Click **Select Class**.

![Image of class search interface](image)

3. On the **Enrollment Preferences** page, view the current class status (open or closed). Then select **Wait List if Class is Full**, enter your **Permission Number** (if needed), and click **Next**. You will still need to meet all of the registration requirements to get on the *Wait List*.

![Image of enrollment preferences interface](image)

**Note:** Once the class reaches its wait list capacity, the wait list option disappears and the class appears closed. For more instructions on using **Class Search**, refer to the Searching for Classes and Course Information Online help sheet. Click **Learn More** just below the Student Center link.
4. Review your Shopping Cart, and select **Proceed to Step 2 of 3**

5. Click **Accept the terms and register**.
6. You have been successfully waitlisted for this class.

To repeat this process and add or waitlist another class, click **Add Another Class**.

To return to Student Center and view your current schedule for this term, click **My Class Schedule**.

Once the Wait List capacity has been reached, the class status returns to closed and the number of Wait seats that appear under Available Seats in the Class Search results returns to zero:
Step 2—View Added Class

Next, the Office of the University Registrar runs a daily process that moves any waitlisted students onto the class rosters with open seats. You will receive an email that you were successfully enrolled in the class. To verify your enrollment, check the My Class Schedule page in your Student Center.

Note: Your chances of being enrolled in the waitlisted class depend on your position on the wait list.

Waitlist Using Swap a Class in Student Center

Students should use the Swap feature of self-enrollment to waitlist a class in the following situations:

1. **You cannot be enrolled in two sections of the same class.** Therefore, if you are already enrolled in another section of the class you wish to waitlist, use swap to waitlist a second section of that class. Otherwise, you must drop the enrolled section to be moved from the wait list.

2. **Time conflicts must be resolved before enrollment is successful.** If you wish to wait list a class that will create a known time conflict (both sections are held at the same time), use the swap feature to drop the enrolled class and waitlist the second. If you get on a wait list using the add feature, you cannot be auto-enrolled into the second class until you drop the conflicting class.

3. **You cannot exceed the maximum number of units for a term.** If you have already reached that maximum for enrolled classes, you cannot move from the wait list and auto-enroll into a section that would exceed that limit.

From your Student Center, click the Enroll link, and then select the swap tab. Then follow the same steps above to waitlist a class using the add feature.

Return to Your Student Center

Use the Go To options list at the top right or bottom left of any details page to return to your Student Center. Click the drop-down menu to select Student Center, then click the double arrows (>>).

Need Help?

Refer to the Office of the University Registrar Web site to review Frequently Asked Questions about waitlisting and the class enrollment process at http://www.registrar.pitt.edu/enrollment.html.

For technical assistance, contact the Technology Help Desk at 412-624-HELP [4357] or email helpdesk@pitt.edu.