

Waitlisting a Class

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What is a waitlist?

If a class you want to take is full, you will have the option to add yourself to the waitlist. Students are added to the waitlist in numerical order, based on when they schedule. When a seat becomes available in the class, the person who is in position 1 on the waitlist is automatically enrolled in the course if there are no time conflicts with other classes and if the class does not exceed the 18 credit hour limit. Then, everyone behind them on the waitlist moves up one place.

Advice

- Because you are not guaranteed a spot in a class for which you are waitlisted, it is recommended that you enroll yourself in different section that still has seats available. If all sections of the class are full, then you can add yourself to the waitlist for a section that fits your schedule
- You will **not** be automatically enrolled in the class off the waitlist if:
 - You are already enrolled in a different section of the same class (the system cannot enroll you in two sections of the same class).
 - Enrolling you in the class will put you over the 18 hour limit for the semester.
 - There are time conflicts with courses already on your schedule.
 - You do not meet the prerequisites for the class.

So make sure there is room in your schedule so the system can automatically enroll you in the class once a seat becomes available. If the system cannot automatically enroll you, it will jump to the next person on the waitlist.

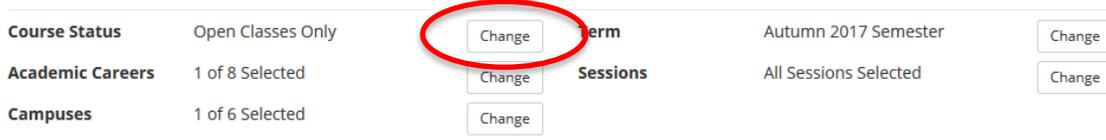
Waitlisting a Math Class

The OSU Department of Mathematics has an informative webpage for students who need to waitlist a math course. This page can be found at <https://math.osu.edu/undergrad/non-majors/scheduling/waitlist>

Please be sure to read the last section which includes directions for enrolling in a full math course after the first week of the term.

How to Waitlist a Class

If you are using Schedule Planner, you can search for full and waitlisted class by clicking the “change” button in the “Course Status” section as shown below.



The screenshot shows a control panel for the Schedule Planner. It includes three rows of settings: 'Course Status' (Open Classes Only), 'Academic Careers' (1 of 8 Selected), and 'Campuses' (1 of 6 Selected). Each row has a 'Change' button. The 'Change' button for 'Course Status' is circled in red. To the right, there are sections for 'Term' (Autumn 2017 Semester) and 'Sessions' (All Sessions Selected), each with its own 'Change' button.

Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses

+ Add Course

Breaks

+ Add Break

Then choose “Open & Full w/Waitlist Open” option. This selection will apply to all classes so if other courses you need to take are open, then you will need to go in and unselect closed sections of your other classes so the system doesn’t recommend classes that are full. You do that by clicking the “Options” icon next to each class.

Courses

+ Add Course

- Computer Science & Engineering 1222**
Programming C++
- English 1110.01**
First-Yr Engl Comp
- Mathematics 1152**
Calculus 2
- Physics 1251**
Elec,Magn,Optic,QM

Once you have chosen a schedule that you like and have sent it back to your BuckeyeLink account (if you are unsure how to do this, read the [How to Schedule Classes Guide](#)), BuckeyeLink will notify you that a section you are trying to enroll in is closed. You will then have the option of waitlisting the course by checking the “waitlist if class is full” box as shown on the next page.

Class Preferences

PHYSICS 131H-0011 Lecture Wait List **Wait List** Wait list if class is full

PHYSICS 131H-0030 Laboratory Wait List **Grading** Undergraduate Grade Option

Session Regular Academic Session **Units** 5.00

Career Undergraduate

Enrollment Information

- PREREQ: MATH 151 AND MATH 152 OR 161 OR 162 OR H190 OR H191 OR 254 OR 263 OR H264 OR HONOR STUDENT
- Physical Science
- Honors Course

Section	Component	Topic	Days & Times	Location	Instructor	Start/End Date
0011	Lecture	Honors students only	MoTuWeThFr 2:30PM - 3:18PM	Smith Lab 1009	Thomas Richard Lemberger	9/23/2009 - 12/4/2009
0030	Laboratory	Honors students only	Mo 10:30AM - 12:18PM	Smith Lab 2052	Staff	9/23/2009 - 12/4/2009

After you have added yourself to the waitlist, go to your BuckeyeLink account and click “My Class Schedule” to make sure the waitlisted class is listed.

Frequently Asked Questions

Q: A class I need to take next semester is full. **Is there anything I can do other than add myself to the waitlist?**

A: If a course you need to take is full, add yourself to the waitlist immediately. After adding yourself to the waitlist, the only thing you can do is wait and keep an eye on your waitlist position. Neither the course instructor nor your academic advisor has the ability to add seats to a class and it is not possible to enroll more students than there are seats in a room. Additionally, it would be unethical for the university to allow you to enroll in a class ahead of other students who are already waitlisted. So, there really is nothing we can do other than ask you to add yourself to the waitlist and be patient.

Q: I was waitlisted for a class but when I checked my BuckeyeLink account, the course is no longer there. I don't see that I'm waitlisted and I'm also not enrolled in the class. What happened?

A: Because students need instructor permission to enroll in a new class after the first week of classes, the system loses its ability to automatically enroll students off the waitlist and in to the class at this point. Therefore waitlists disappear after the first week of classes ends. If you have not been enrolled in the class before the end of the first week of classes, you will need to work with your academic advisor and the course instructor to enroll if a seat becomes available. Please note that students cannot enroll in a new class after the second week of classes so if a seat does not become available during the second week of classes, you should plan on taking the course during a different term.

Q: I am waitlisted for a class. **Should I add a back-up class just in case I don't get in?**

A: That's up to you. If you want to make sure you are enrolled full-time (between 12 and 18 credit hours), then you are welcome to add a back-up class. Just make sure to check your position on the waitlist often and if you see that you move up to position number 1, then go ahead and drop the back-up class so the system can enroll you in the waitlisted class.

Q: I am waitlisted for a class. **What are the chances I will be enrolled?**

A: Unfortunately no one can say for sure because no one can predict the future but a good rule of thumb is that 10% of the total class enrollment will be added from the waitlist. For example, if the class size is 100 people, then there is a good chance that at least 10 people will be enrolled off the waitlist and in to the class at some point. But this isn't guaranteed.

Q: I'm enrolled in a class but I'd prefer a different section with a different instructor. The section I want to take is full. **Should I drop the course I'm currently in and possibly risk not getting enrolled off the waitlist?**

A: If it is several months from the start of the semester and the waitlist is not very long (more than 5), then it's recommended that you drop yourself from your current class and add yourself to the waitlist for the new section.

If it's close to the start of the term and/or the waitlist is more than 5 people, then go ahead and stay enrolled in your current section AND add yourself to the waitlist of the section you want. From there, check your position on the waitlist often and if you see that you move up to position number 1, then go ahead and drop the class you are enrolled in so the system can enroll you in the new section of the class.

Q: A class I am supposed to take next semester is full. **Should I add myself to the waitlist or can I plan to take the course during a different semester?**

A: It depends on the course. If the class is a prerequisite for courses you are required to take for your major, then you probably want to take it as soon as you can. If the course is a General Education class or a class that can be taken a little bit later, then it is fine to wait. If you are not sure, contact your academic advisor.

Q: Can I waitlist a course if I am an incoming freshman or transfer student?

A: The university discourages academic advisors from adding incoming students to the waitlist because we want to make sure you have a complete schedule when you leave orientation. Sometimes this cannot be avoided, especially if calculus or physics courses that you need to take are full. If you are waitlisted for a class, your academic advisor will tell you what the next steps are. You will likely not be waitlisted for general education courses or other classes that you can take during a different term.

Q: How do I check my **position on the waitlist?**

A: Your waitlist position can be viewed by clicking the "My Class Schedule" link in your BuckeyeLink account. It should look similar to Figure 1 on the next page. "Waiting" means you are waitlisted for the course and your position on the waitlist will appear in the "waitlist position" column.

Figure 1 – How to Check Your Position on a Waitlist

MATH 2173 - Eng Math B						
Status	Waitlist Position	Units	Grading	Grade	Deadlines	
Waiting	1	3.00	Graded A-E			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
19544	0010	Lecture	MoWe 10:20AM -	Scott Lab	Staff	01/09/2017 -

Once you have been enrolled, your status will be changed from “Waiting” to “Enrolled” as shown in Figure 2.

Figure 2 – How to Check that You Have Been Enrolled in the Course

MATH 2173 - Eng Math B						
Status	Waitlist Position	Units	Grading	Grade	Deadlines	
Enrolled	3.00	3.00	Graded A-E			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
19544	0010	Lecture	MoWe 10:20AM -	Scott Lab	Staff	01/09/2017 -
			11:15AM	E004		04/24/2017