

Waitlist

Waitlist is a feature that is available on some classes in Towson Online Services/PeopleSoft. If a class is full, but has a waitlist, you can add yourself to the waitlist and as seats open up, students on the waitlist will be automatically enrolled. When you add yourself to the waitlist, you are given a position number. Students are enrolled in open seats based on their position number. The lower the number, the higher your priority.

WAITLIST FAQs

1. Do all classes have a waitlist?

If a waitlist is available, an orange triangle icon will appear next to the section in the Class Schedule. Not all classes or departments offer waitlists, so if a class is full and no waitlist is available re-visit Towson Online Services regularly for possible openings or contact the academic department.

2. What is the advantage of enrolling to a waitlist?

The waitlist enables students to be automatically enrolled in closed classes as seats become available.

3. Is there a limit to the number of classes that can be waitlisted?

The limit is set by using units rather than classes. Students have a limit of 10 waitlist units during Fall, Spring and Summer terms. For Mini, you may waitlist up to 3 units. Please note: Regardless of how many units you are waitlisted for, you will not be enrolled beyond the maximum number of units permitted for the term.

4. Are the waitlisted units counted into the student's total units for the term?

Waitlisted courses are not counted towards full time status or calculated in bills.

5. Can I waitlist in more than one section of the same class?

Yes, you can waitlist for multiple sections of the same class. However, once you are enrolled in one section, the other waitlisted section will be automatically dropped.

6. I waitlisted a course and then enrolled in an open section of the same course. What happened to my waitlisted section?

Once you enroll in an open section, any waitlisted sections for the same course will automatically drop.

7. Can I remain enrolled in my current section but waitlist a different section?

If you wish to remain enrolled in your current section until space becomes available in the closed section, enroll in the waitlisted section using the "Swap" feature (see #9).

8. Can I waitlist for a class that conflicts in meeting times with a class that I'm already enrolled in?

Yes, you can waitlist for time conflicted classes, but you will not be moved off of the waitlist until the time conflict has been resolved. If you wish to remain enrolled in your current course until space becomes available in the closed course, enroll using the "Swap" feature (see #9).

9. When should I use the "Swap" feature to enroll in a waitlisted class?

If you are currently enrolled in another section of the same course or are in a course that has a time conflict with the waitlisted course, use the "swap" feature to enroll in the waitlisted course. Swap the enrolled or conflicting course with the closed section, choosing the waitlist option. Once space is available in the waitlisted section, the system will automatically swap the enrolled course with the waitlisted course.

10. Will having a hold on my account impact my ability to use the Waitlist function?

Yes. Any type of hold that impacts registration will prohibit a student's ability to use the Waitlist function.

11. How often does the system check for open seats in waitlisted classes?

When a student drops a closed class with a waitlist, the class will remain closed until the students on the waitlist have been enrolled or skipped (if class requirements are not met). Auto-enrollments are processed several times a day during registration periods. Once the waitlist has processed all students on the waitlist, the class will move to open status if there are any remaining open seats.

12. I was in position number 1 on a waitlist, why wasn't I enrolled when a seat opened?

The requirements to be moved off of a waitlist are the same as standard enrollment:

- You will not be enrolled in more units than permitted in that term.
- You will not be enrolled if you have not met the prerequisites for that class.
- You will not be enrolled if you have any registration holds, i.e. Advising Hold, Bursars Hold, etc.
- You will not be enrolled in a class if it conflicts in meeting times with another class in which you are enrolled.

See #9: When should I use the Swap function to enroll in a waitlisted class?

13. Can I take myself off of a waitlist?

Yes, you may remove yourself from a waitlist by following the same process as for a standard drop.

14. What is the first day I can get on a waitlist?

Waitlists are only available once the class has reached its enrollment capacity. For high-demand classes, this may be the first day of registration.

15. What is the last day I can get on a waitlist?

For the Fall and Spring terms the last day to select the waitlist option is the Friday before the term begins. Students will continue to be enrolled over the weekend should a seat become available. The waitlist process ends on Monday.

16. How will I know when I am enrolled in the waitlisted class?

Students are notified by an email sent to their TU account.

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