

Waitlisting Courses

To find a course you wish to waitlist, you need to either search for the course by the four digit class number (a term-specific number that identifies the specific section of the course) or search by subject or subject + course number while unchecking the *Show Open Classes Only* box (if you leave this box checked the search results will be limited to classes with open seats).

Search Plan Enroll My Academics
my class schedule || add || drop || swap || edit || term information

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

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Open Closed Wait List

Add to Cart: Fall 2016 Shopping Cart

Enter Class Nbr
 [enter](#)

Find Classes
 Class Search
 My Planner
[search](#)

Your enrollment shopping cart is empty.

Search by class number here

OR

Search Plan Enroll My Academics
my class schedule || add || drop || swap || edit || term information

Add Classes 1 2 3

Enter Search Criteria

Search for Classes

The Catholic Univ of America | Fall 2016

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject: Test Courses
Course Number: is exactly 500
Course Career:
 Show Open Classes Only
 Open Entry/Exit Classes Only

Additional Search Criteria

[Return to Add Classes](#) CLEAR [SEARCH](#)

Search by subject or subject + course number but be sure to **uncheck** the Show Open Classes Only box

To enroll onto the waitlist for the course, select the checkbox to *Wait list if class is full* before you select the green *Next* button to add the course to your shopping cart. This option will only be available on courses with the waitlist option enabled. Not all departments elect to use waitlists so this checkbox may not be available on all courses.

Search Plan Enroll My Academics
 my class schedule || add || drop || swap || edit || term information

Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

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ART 201 - Drawing & Composition I

Class Preferences

ART 201-01 Studio Wait List **Wait List** Wait list if class is full

Session Regular Academic Session **Grading** Graded

Career Undergraduate **Units** 3.00

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Studio	TuTh 12:40PM - 3:10PM	Salve Regina 103	John G. Figura	08/29/2016 - 12/17/2016

Then enroll in the course the same as you would any other. Assuming you meet all the enrollment requirements for the course, at the end of the enrollment transaction you will receive a confirmation that you've been added to the waitlist which includes confirmation of your waitlist position.

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

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Success: enrolled Error: unable to add class

Class	Message	Status
TEST 500	Message: Class 5021 is full. You have been placed on the wait list in position number 1.	

MY CLASS SCHEDULE ADD ANOTHER CLASS

Keep in mind that if enough spots open up in the course to reach your waitlist position you will still only be enrolled if:

- You haven't enrolled in another course with the same meeting pattern as the waitlisted course
- You haven't enrolled in another course with a meeting pattern that overlaps with the meeting pattern of the waitlisted course
- You haven't enrolled in your maximum number of allowable credits for the term

You may want to consider enrolling in a "backup" course in case you don't get into the course you want to waitlist. You can even instruct the system to drop you from the "backup" course if a spot in the waitlisted course opens up. This is a good way to ensure that you don't run into one of the above three scenarios. To do this, follow the below instructions.

1. Enroll in the “backup” course first. This is the course in which you will be enrolled unless/until a spot opens up in the waitlisted course. (In this example, the backup course is TEST 500.)
2. Go to the Swap tab and select the “backup” course in which you’ve already enrolled from the drop down menu in the *Swap This Class* section of the page.

Search	Plan	Enroll	My Academics		
my class schedule	add	drop	swap	edit	term information

Swap a Class

1 2 3

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

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Swap This Class

Select from your schedule

With This Class

Search for Class [search](#)

----- OR -----

Enter Class Nbr [enter](#)

[My Fall 2016 Class Schedule](#)

3. Search for the course you wish to waitlist in the *With This Class* section of the page. Alternately, if you know the four digit class number for the course you can enter it in the field provided. (In this example, the course to waitlist is ART 201.)

Search	Plan	Enroll	My Academics		
my class schedule	add	drop	swap	edit	term information

Swap a Class

1 2 3

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

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Swap This Class

Select from your schedule

With This Class

Search for Class [search](#)

----- OR -----

Enter Class Nbr [enter](#)

[My Fall 2016 Class Schedule](#)

4. Once you've located the course you wish to waitlist, select the checkbox to *Wait list if class is full* and then select the green *Next* button.

Swap a Class

1 2 3

1. Select a class to swap - Enrollment Preference

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ART 201 - Drawing & Composition I

Class Preferences

ART 201-01 Studio Wait List Wait List Wait list if class is full

Session Regular Academic Session Grading Graded

Career Undergraduate Units 3.00

CANCEL PREVIOUS **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Studio	TuTh 12:40PM - 3:10PM	Salve Regina 103	John G. Figura	08/29/2016 - 12/17/2016

5. On the following page, confirm your selections by selecting the green *Finish Swapping* button.

Stacy Lynn N. Cardinal go to ...

Swap a Class

1 2 3

2. Confirm your selection

Select Finish Swapping to process your swap request. To exit without swapping these classes, select Cancel.

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You are replacing this class

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
TEST 500-01 (5021)	Test Course (Lecture)	TuTh 11:00AM - 1:00PM	TBA	Staff	3.00	<input checked="" type="checkbox"/>

With this class

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ART 201-01 (1425)	Drawing & Composition I (Studio)	TuTh 12:40PM - 3:10PM	Salve Regina 103	J. Figura	3.00	

CANCEL **FINISH SWAPPING**

6. This swap transaction will add you to the waitlist for the new course while keeping you enrolled in the “backup” course. If enough spots opens up in the waitlisted course to reach your waitlist position the system will automatically drop you from the “backup” course and enroll you in the waitlisted course. The only situation in which this would not happen is if the waitlisted course has a credit value greater than the “backup” course and enrolling you into the course would put you beyond the maximum allowable number of credits for your school.