

# Course Waitlist Information

If a course fills, a waitlist option will be presented. When an open seat becomes available, the student in the first waitlist position will receive an email and have 24 hours to go online and add the class. The seat will remain open for that student during the 24-hour period from the time/day the email was sent. If that student fails to register during the 24-hour period, the next student on the list will be notified and have 24 hours to register.

## How do I get on a waitlist for a course?

1. Log in to myLakeland.
2. Choose “Student Services & Financial Aid” / “Registration” / “Register for Classes.”
3. Select “Term” and “Choose Class Search” (or go directly to Add Classes Worksheet with the CRN).
4. If a class is closed and has a waitlist, you will get a “Registration Add Error.”
5. If you wish to add yourself to the waitlist, choose “Waitlisted” from the drop-down action field.
6. Click “Submit Changes.”

## How do I know my position on the waitlist?

After you have placed yourself on the waitlist, you can view your position by going to the Detailed Student Schedule and select the correct term. If your waitlist position is 1, this means that you are the next in line to receive an email notification if a seat becomes available in the class.

## How will I be notified if a seat becomes available in a waitlist course?

An email from the Lakeland Registrar will be sent to your student email account when an open seat becomes available. The email will have a subject line: waitlist notification. PLEASE check your email on a daily basis if you decided to be placed on a waitlist.

## What do I do when I get a course waitlist email notification?

1. Log in to myLakeland.
2. Choose “Student Services & Financial Aid.”
3. Choose “Registration” & “Select Current Term.”
4. Choose “Register for Classes.”
5. Choose the appropriate action (**Web Registered** to register OR **Waitlist Drop** to remove yourself from the waitlist).
6. Click “Submit Changes.”

## What happens if I do not register for my waitlisted course within the 24-hour timeframe?

If you do not register for the course within 24 hours of the email notification, you will automatically be dropped from the waitlist. The next student on the waitlist would then move to the top of the list. Therefore, if you add yourself to a waitlisted class, be sure to check your Lakeland student email often.

## Can I add myself to a waitlist for a class that has a time conflict with another course?

The system will allow you to waitlist a class that has a time conflict with other courses that you are registered. However, if you should receive an email notification that you can register for the waitlisted course, you will need to drop any course for which you are registered for that has a time conflict before you will be able to register for the waitlisted course.

## What if I dropped my waitlisted class by accident? Can I get back in?

If you are within your 24-hour notification window, then yes. If you are past your notification window, you will not be able to register for the course and would have to add yourself back to the waitlist, if you still want to take the course.

## When does the option to waitlist a course end?

The option to waitlist a course will end one week before the term begins. Any student still on a waitlist for a class at that time will be removed. If the class remains closed, then you will have to speak with the instructor about a possible overload after the waitlist has ended. **While the option to waitlist is being used, NO INSTRUCTOR OVERRIDES will be permitted.**