The New School
Registrar’s Office
Waitlisting FAQ’s

Remember our motto: Waitlists are Plan B, not Plan A. Always complete your registration with the courses already on your schedule and any open, available courses. There is no guarantee you will get a spot in a waitlisted course. If you want speak with someone regarding your schedule contact your Academic Advisor.

General Waitlist Information:

1. How can I tell if a course has a waitlist?
A “WL” course column is visible in the schedule search functions in MyNewSchool (under the column “WL CAP” any course with the number 0 does not have a waitlist option).

2. How can I add myself to a waitlist?
Students can add themselves to a waitlist of a closed course by submitting the CRN of the section they want to be waitlisted for on their worksheets and submitting. They will then be prompted to add themselves to the waitlist.

3. A seat is open, but why can’t I register for it?
Courses with waitlists will always give any open seats to students on the waitlist first. If a student would like a seat in the course, they need to add themselves on the waitlist to see if they could possibly get a seat.

4. What do Waitlist Messages mean?
Closed – 0 Waitlist: This means that the class is full, and there are no students on the waitlist yet. You can place yourself on the waitlist.
Closed – Waitlist Full: This means the waitlist is full, and no more students can be added to the waitlist. The waitlist will open only if a.) A registered student drops the class or, b.) Students on the waitlist drops their waitlisted course.

Open – Reserved for Waitlist: This means the class has the waitlist option and an open seat. The open seat is reserved for a student currently on the waitlist, who is in the 24 hour timeframe to register for the course. You can place yourself on the waitlist.

Waitlist on [insert date]: This means that you placed yourself on the waitlist on that specific date.

5. Do waitlisted courses count toward your credit hours?
No. Waitlisted courses do not count toward your credit hours, UNTIL you actually register for the class.

6. Can you tell me what is my position on the waitlist?
No, we do not know the position of a student on the waitlist. If the student is having issues with his/her schedule, the student should contact his/her Academic Advisor.
7. What happens if a course is cancelled?
If a course is cancelled, all registered and waitlisted students are dropped with a cancelled course status. The Division that cancelled the course is responsible for notifying all students about the cancellation through their new school e-mail address. If the student has any questions regarding the cancelled course or their schedules, direct them to their Academic Advisors.

Waitlist Notification:
1. Are you automatically added into courses you have waitlisted?
No. Although you are automatically notified that a seat has opened in a course you have waitlisted, you need to register for the course – within the specified timeframe. The specified time for the Spring 2014 semester is 24 hours from initial receipt of the waitlist notification email.

2. Are you guaranteed a seat in a class for which you have waitlisted?
No. Waitlisting DOES NOT guarantee a seat in the class. You will receive an email notification, if/when a seat opens up in the class.

3. How am I notified when a seat becomes available on a waitlisted class?
You will automatically receive an email, at your new school email address, notifying you that a seat has become available.

24 Hour Time-Limit:
1. How long do I have to register for the waitlisted class, once I am notified?
You have 24 hours to register for the class. If you do not register for the class within the 24 hour period, you will be removed from the waitlist, and the available seat notification will be sent to the next person on the waitlist.

2. If I am on a waitlist, receive a notification that a seat has become available, do not register for the class within the 24 hour timeframe, do I remain on the waitlist?
No. Once a seat in a waitlisted class becomes available, and you are notified, you have exactly 24 hours to register. After the 24 hours, you are dropped off the waitlist automatically.

3. What happens if I miss the 24 hour time limit, but still want the class?
You can add yourself back onto the waitlist.

Dropping a Waitlisted Class:
1. How do I drop a waitlisted course?
You can remove yourself from a waitlist, by logging into MyNewSchool and selecting the Add or Drop Classes link. The courses that are waitlisted are noted, and you simply select “Drop Web” and Submit Changes, to remove yourself from the waitlisted course.

2. What happens if I drop a course by mistake, and the course has an active waitlist?
If you are registered for a class, drop that class, and then want to re-enroll in the class, you must add yourself to the waitlist.

3. What happens if I am on a waitlist and drop myself from the waitlist by mistake?
If you drop a waitlisted class by mistake, you can add yourself back on the waitlist, provided the waitlist maximum has not been met, however, you may not be placed in the same position that you were in before.

Restrictions to getting on a Waitlist:

1. **Can I waitlist for more than one class?**
   Yes. You can add yourself to multiple waitlists. It is, however, good practice for you to drop waitlisted sections, in which you do not intend to enroll.

2. **If I have a HOLD, can I place myself on a waitlist?**
   No. If you have a hold that prevents registration, you cannot add yourself to a waitlist, nor can you register for the class.

3. **Do registration restrictions prevent you from adding yourself to a waitlist?**
   Yes. Registration restrictions (Majors, Level, etc.) continue to work – preventing registration as well as waitlisting. For example, if you attempt to register for a class that has a pre-requisite (which you have not taken), you will get the registration error message, and will not be allowed to add yourself to the waitlist. You can speak to your Academic Advisor for further assistance regarding this issue.

5. **At what point does waitlisting end?**
   You will not be able to add yourself to a waitlist after the Add/Drop period is over.