

## **Waitlisting Closed Classes**

Students have the option of waitlisting any classes that are closed. As space becomes available in closed classes, waitlisted students will be registered on a first-come basis. Students may waitlist only two classes per quarter. Students will be notified by email when they are entered into a class via the waitlist. If the waitlisted class creates a time conflict or exceeds the maximum credit load for the student, it will not be added to the student's schedule and the student will be dropped from the waitlist. Students may waitlist a class via the web. Directions are provided that outline the process students need to follow to waitlist a class.

Students may choose to withdraw from the waitlist for a course by sending a written request to [Student Academic Services](#) or by dropping via the [web](#).

The waitlist program will continue to be in effect from the first day of registration and ends before the quarter begins. Refer to the [University Calendar](#) for these dates. The waitlist process is the best way for faculty to know the demand for their classes. You can view your waitlist via the faculty control center in the Banner Information Center on the web. The waitlist appears in alphabetical order. Student Academic Services is able to provide you with a list of waitlisted students in the order they were waitlisted. To request this report please send an e-mail to [sasinfo@spu.edu](mailto:sasinfo@spu.edu).

When the quarter begins, and the waitlist is no longer in effect, there is no preference given to students who were previously on a class waitlist. Therefore, if a student withdraws from a course after the quarter begins, the class is available for anyone to register until 5 p.m. on the fifth day of the quarter.