

# Waitlisting FAQ

Office of the University Registrar

## How does Waitlisting work?

When a student attempts to register for a full class, they will be given the option to be added to the waitlist. When a seat opens in the course, a notification email will be sent to the first student's Point Park University email address. That student will then have 72 hours to register from the time the email was sent. If that student does not register, within 72 hours, they will be dropped from the waitlist and the next student on the list will be notified. Joining the waitlist does not ensure a student will be added to a class; it is a way for students to wait in line digitally for an available seat.

## What should a student do if they were dropped because they did not register?

Check the online schedule and reevaluate your options. There may be other courses or sections that are available. If no options can be found, you should either immediately place yourself back on the waitlist or contact your advisor.

## Can a student be placed back on the waitlist in the same position after being dropped?

No. Students who do not add their course within the 72 hour period will lose their spot. After the time period ends, the open seat will be offered to the next available student on the waitlist.

## How do class restrictions work for Waitlisting?

Restrictions work the same way as a regular registration works. Students must meet all of the course prerequisites, co-requisites and restrictions in order to sign up for a class or a waitlist.

## If a student has a hold on their account, can they be added to a waitlist and register when a seat opens?

No. The same restrictions apply to the waitlist that apply to registering for a course.

## If a student receives a waitlist email, but has a hold, what should they do?

The student will be unable to register until the hold is removed. If the student receives a waitlist notification email while they have a hold on their account, the hold will need to be resolved in their allotted 72 hour period. Otherwise they will be dropped from the waitlist. For this reason we strongly suggest students check their Point Park University email regularly and resolve any outstanding issues before any holds are placed on their accounts.

## How can students leave the waitlist?

- A student can log into PointWeb and drop the course.
- The system can drop a student for not responding to the notification to add the course.
- Students will be automatically dropped when the waitlist becomes inactive, before the semester begins.

## When is the waitlist active and inactive?

The Waitlist is active from the first day of registration until the following dates:

- Fall Semester: August 15th
- Spring Semester: December 15th
- Summer Semester: April 15th

After the 15th, students on the waitlist will be dropped and the waitlist will be inactivated.

## Is the instructor or department able to override a waitlist and add students to the class ahead of other students?

No. In order to be fair to all students interested in a course, registration from the waitlist is processed on a first-come first-served basis.

## What about priority registration? Does that mean waitlist priority?

No, waitlist is on a first-come first-served basis. However, priority registration occurs at the beginning of the registration period and is based on class level.

## If an enrolled student drops a class and a seat opens, can a student not on the waitlist take the spot?

No. Once a waiting list has been established for a class, only students on the waitlist will be able to add the course.

## If a student is on a waitlist, will the course credits count towards financial aid and student status?

No. When a course is in waitlist status, it appears on the student's schedule as 0 credits. A student will need to schedule enough other credits to obtain their minimum requirements for part-time or full-time student status. If you have any questions concerning full-time and part-time status in regards to financial aid, please contact 412-392-3930.