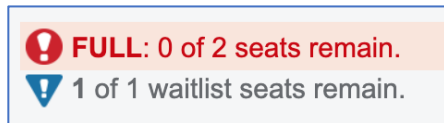# Pace University
Waitlist Information for Students

Waitlists are available for specific Seidenberg College of Computer Science and Information Systems courses. **Students must satisfy any course restrictions to be added to the waitlist. Being on a waitlist does not guarantee a spot in any course.**
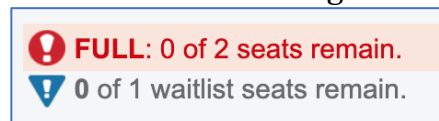
Information on Waitlist Capacities

Waitlists have capacities and may fill. When browsing for classes, the "Status" column indicates the number of remaining seats in the course and the number of remaining waitlist seats in the course.
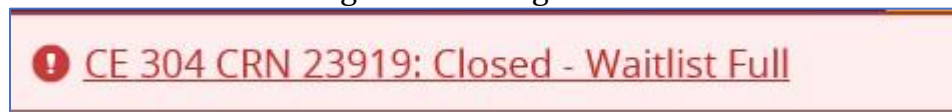
Example of a full course with waitlist seats:

> ❗ **FULL**: 0 of 2 seats remain.
> 🔻 **1** of 1 waitlist seats remain.

Example of a full course with no waitlist seats remaining:

> ❗ **FULL**: 0 of 2 seats remain.
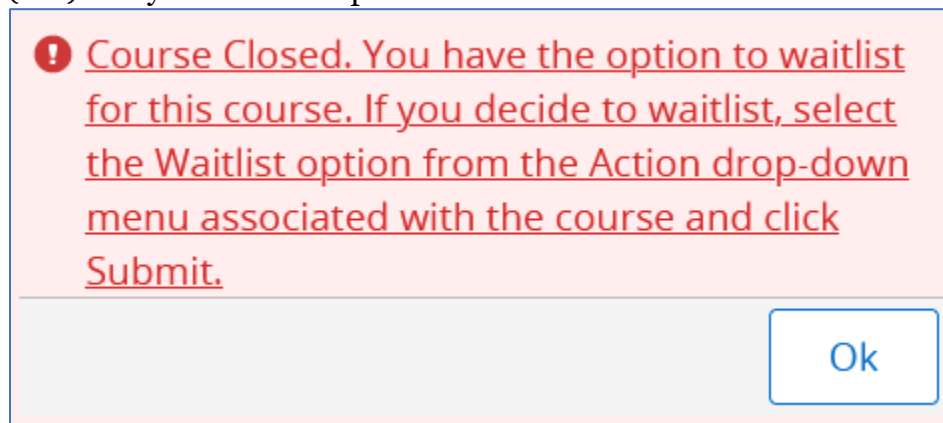> 🔻 **0** of 1 waitlist seats remain.

If you attempt to register for a closed (full) course with no waitlist seats remaining, you will receive the following error message:

> ❗ CE 304 CRN 23919: Closed - Waitlist Full

## When the course is full and waitlist seats remain

After attempting to register for a full course and clicking "Submit", an error message will appear (upper right) and the status for the course within "Summary" (lower right) will state "Errors Preventing Registration". The error message indicates the course is closed (full) and you have the option to waitlist.

> ❗ Course Closed. You have the option to waitlist for this course. If you decide to waitlist, select the Waitlist option from the Action drop-down menu associated with the course and click Submit.
>
> Ok

As the directions in the error message indicate, to place yourself on the waitlist, open the "Action" drop down menu associated with the course, select the "Waitlist" option, and click "Submit".
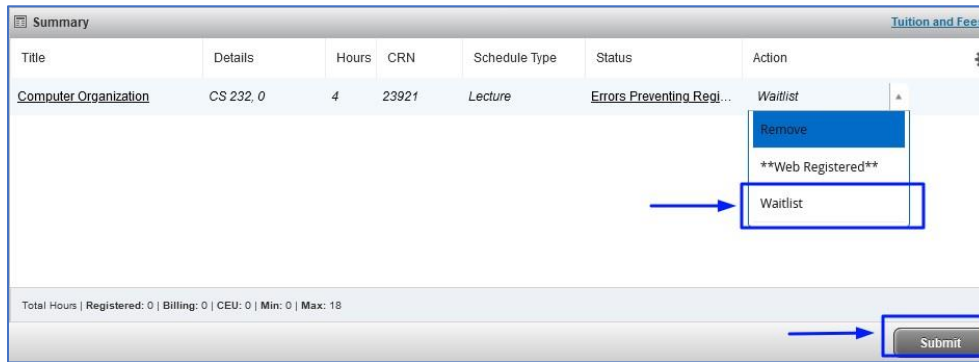
After clicking submit, the updated status will appear:
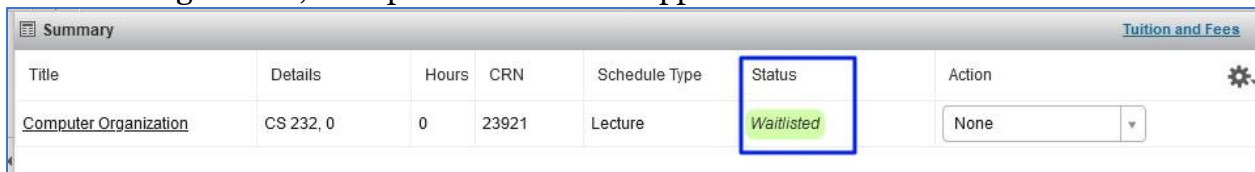
Checking Your Position on a Waitlist

Under the Registration portion of the STUDENT portal, Change from the "Schedule" tab to the "Schedule Details" tab. For the course you are waitlisting, you will see a "**Waitlist Position:**" followed by a number indicating your position.

Please Note: Waitlist positions are **NOT** first come, first serve. The Waitlist priority is determined by academic class standing. For example, students in senior standing are given priority. Followed by students with junior, sophomore, and then freshman standing. Waitlist positions are subject to change based on class standing.

Note: The details need to be expanded for the course in question. You can expand or close the details by clicking the arrow next to the course name. If you are the first student on the waitlist, and the automated notification was sent to you when a spot becomes available, you will see your waitlist notification expiration date/time.
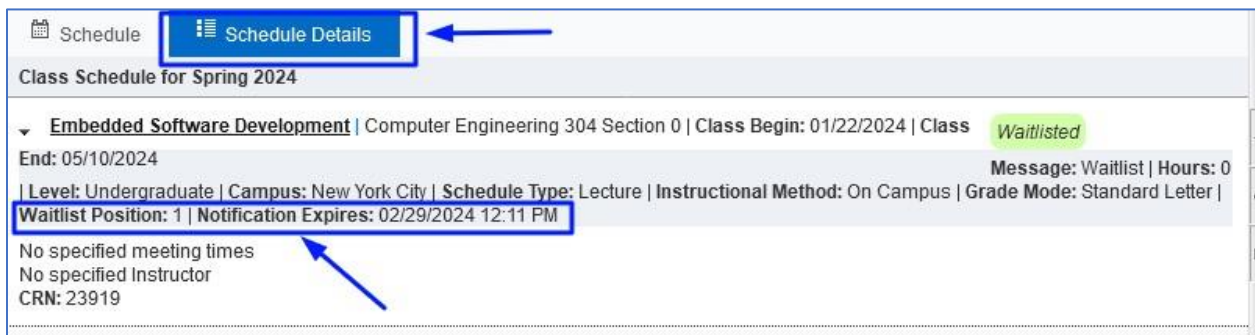

Removing yourself from the waitlist

If you no longer wish to be waitlisted for a course, you can remove yourself from the waitlist. This will give other students on the waitlist a more realistic sense of their

waitlist position and possibly expedite automated waitlist processing if seats become available.

To remove yourself from the waitlist, click the "Action" item "Web Drop" for the course and then click "Submit".
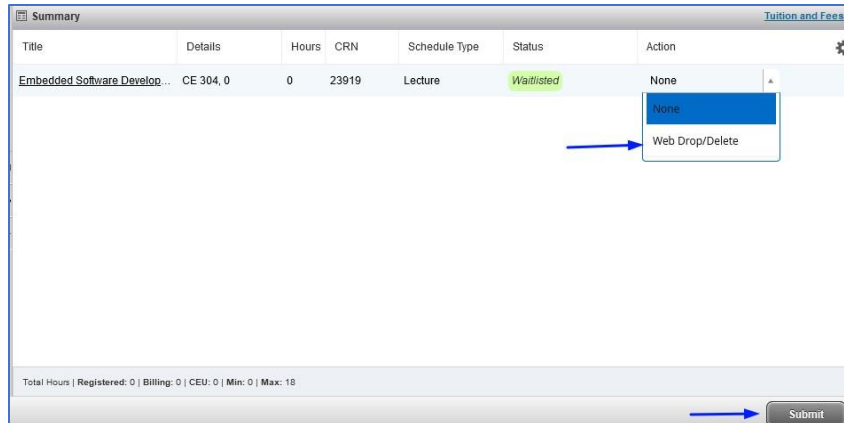
Notification and Registering

If a seat becomes available to you, you will receive an e-mail from The Office of the Registrar (cbester@pace.edu). **From the time the e-mail is sent, you will have 24 hours to act (accept or decline the seat).** The deadline to act is clearly stated in the e-mail. The e-mail contains instructions on how to register for the course. If you're waitlisted for the course and do not wish to register further, please follow the instructions on removing yourself from the waitlist.

If you do not act by the deadline, you will forfeit your position on the waitlist and be removed. If you choose to place yourself on the waitlist again, it is important to note your position is not guaranteed and will be determined based on your class standing and time of request.

Note: Notification e-mails are sent 24/7 as seats become available on the course. For example, if a student registered in a course drops the course at 10 AM on Saturday, another student with waitlist position 1 will receive a notification e-mail immediately and have an action deadline of 10 AM on Sunday.

Sample email from the Office of the Registrar: