UNIVERSITY OF CALIFORNIA, SAN DIEGO
ELEANOR ROOSEVELT COLLEGE

# Waitlisting Classes

Important Information + A How-To-Guide

# IF THE CLASS OR SECTION YOU WANT IS FULL...

WEBREG WILL OFFER YOU THE OPTION OF ENROLLING IN ANOTHER OPEN SECTION OF THAT CLASS OR WAIT-LISTING THE SECTION

## Things to remember:

- You can only wait-list for one section of a course

- You **can't** simultaneously be enrolled and wait-listed in different sections of the same course

- Use WebReg if you are pre-authorized to enroll in a full class.

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# ABOUT WAITLISTED CLASSES

## What is waitlisting?

- If you want to enroll in a class that is full, you can put yourself on a **waitlist**.
- Being on a wait list is not a guarantee that you will be added to that class. In many cases, a student already enrolled in the class will need to drop it in order for students on the wait list to move up and into the class as space allows.
- You may only enroll and wait-list in a **total** of **19.5 units** until instruction starts.
  - <u>After</u> the quarter begins, you can be enrolled in and wait-listed for a **total** of **22 units**.

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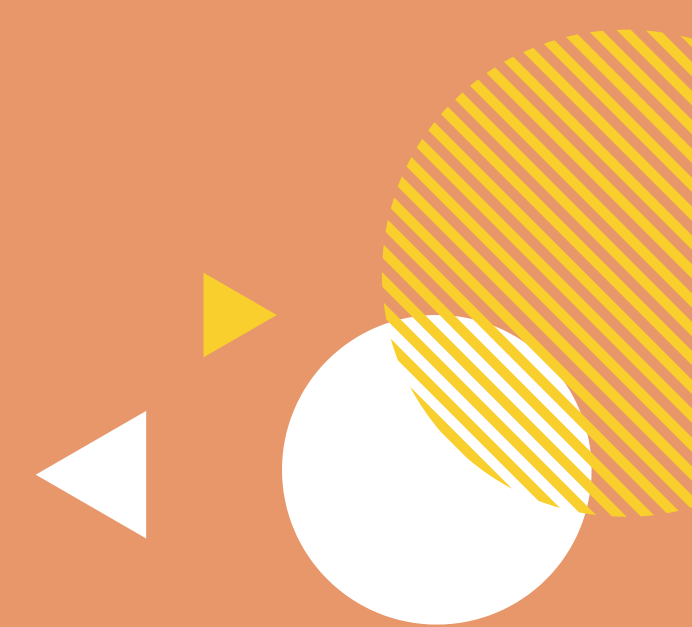
# ABOUT WAITLISTED CLASSES

## Waitlist Timeline

- Classes can be wait-listed until **4:30 p.m**. on **Thursday of the 2nd full week of classes**. Review the deadlines for the academic year.
- The last run of the auto wait-list program is Thursday of the second full week of classes at 10 p.m.
- If you don't meet class requirements when you attempt to move from the wait list into the class, you will not be added to the class.

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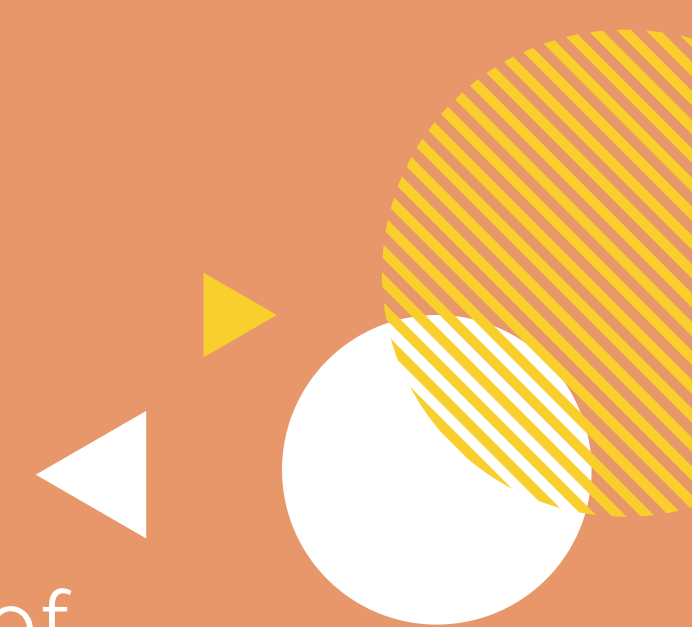
# TO FIND OUT IF YOU WERE PLACED INTO A SECTION FROM THE WAITLIST:

- If you are enrolled in a wait-listed class, it will be included on **"My Schedule"** in **WebReg**.
- Select it from the list of classes in "My Schedule" and confirm your grading option.

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# CHANGED YOUR MIND?

FOLLOW THESE STEPS IF YOU WANT TO ADD OR WAIT-LIST A DIFFERENT SECTION OF A CLASS YOU ARE CURRENTLY ENROLLED IN

**1** **Check the Schedule of Classes for Open Seats in New Section**

Confirm that there are seats available in the section you would like to change to.

**2** **Drop the Current Section**

Drop the section that you are already enrolled or wait-listed for.

**3** **Add/Wait-list New Section**

After completing the drop, add or wait-list a different section.

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# CONTACT AN ADVISOR IF YOU HAVE ANY QUESTIONS!

## VIRTUAL ADVISING CENTER (VAC)

vac.ucsd.edu