

Course Waitlist FAQ

What does it mean to be on the waitlist for a course?

Being on the waitlist for a course means that particular CRN # of the course is full, but you have added yourself to the waitlist to be notified via email if a spot would become available.

How do I put myself on the waitlist for a course?

Adding yourself to the waitlist happens as part of the Register for Classes process in your My Northeast account. If you try to register for a class and the course is full but available for wait listing, you will receive an error message saying, "This course is full and 0* students (*1 student, 2 students, 5 students, etc.) are currently on the waitlist." You will need to choose "Waitlist" from the drop down under the Action column and click the Submit button. The page will refresh, and you will see "Waitlisted" under the Status for the course.

How long do I have to add myself to the waitlist for a course?

You can add yourself to the waitlist for a course through the third day of the term for full-term classes. Dates will be adjusted based on the length of the term/part of term (i.e., 1st 8-week classes, summer term classes, etc.). You will continue to receive a notification of an open spot through the online drop/add period if a spot opens in the course.

How do I see what number I am on the waitlist?

Your Waitlist Position will show at the time you put yourself on the waitlist in your My Northeast account. You can also see your position on the waitlist by clicking Schedule Details on the Register for Classes page of My Northeast and clicking the triangle next to the course to expand the information. If you have questions on an updated position or likelihood of getting into the course, contact your advisor.

Can I register for another section of the same course in case I don't end up with a spot in the one I'm waitlisted in?

Yes, you can register for another section of the same course. If a spot does open in the course you are waitlisted for and you want to take that section, you will need to drop the one you are currently registered for at the same time you are registering for the waitlisted course.

How will I be notified that a spot is open in the course?

If a spot in the course you are waitlisted for becomes available, an email will be sent to the preferred email address listed in your My Northeast account. The spot will be made available to students in the order they were added to the waitlist (i.e., 1st, 2nd, 3rd, etc.). If the availability makes it to your number on the waitlist, you will receive an email at your preferred email address notifying you of the availability.

How long do I have to register for the course once I have been notified of an opening?

Once the email has been generated notifying you that a spot is available, you have 24 hours to register for the class. The 24-hour period starts at the time the email is sent, not the time you open it. If you don't complete the registration process to enroll in the course within that 24-hour period, the next person on the list will be notified of the open spot and you will be removed from the waitlist.

Once I've received the email notifying me that a spot is open, how should I proceed?

Being notified that a spot is available does not enroll you in a waitlisted class. You need to complete the registration process using your My Northeast account. Log in to your My Northeast account and go to the Registration page. Click on Register for Classes and choose the correct term. The course will be shown in the bottom right section along with all other courses for which you are currently registered or waitlisted. The waitlisted course will show as "Waitlisted" in the Status column and will have a drop-down arrow in the Action column. Choose "Web-Register" from the drop-down and click the Submit button. The page should refresh, and the course will now show as "Registered." You are not enrolled in the course until you see the "Registered" message to the left of the course on the summary section of the Register for Classes page.

What are my options if I miss the deadline to register for the course I was waitlisted for?

You have 24 hours to register for the course once your spot is available. If you don't register for the course within that 24-hour window, the next person on the waitlist will be notified and that spot will no longer be held for you. If you still want to try to register for that section of the course, you will need to add yourself to the waitlist again and see if another spot becomes available.

What do I do if I no longer want to be on the waitlist for a course?

If you added yourself to the waitlist for a course but no longer want to take it if a spot becomes available, go to the Register for Classes page in your My Northeast account, choose "Web Drop" from the Action column and click the Submit button. This will refresh the page and you should no longer see the course listed at the bottom right of the page as "Waitlisted." If you change your mind after dropping the waitlisted course, you will need to add yourself to the waitlist again.