Leoonline Waitlisting Basics

- Waitlist is prioritized first-come, first-served
- There is a capacity to the total number of students who can be added to the Waitlist
- No student is automatically moved from the Waitlist to enrolled status
- Corequisites, prerequisites, and links for waitlisted courses still apply the same way as actively registering for courses.
- Waitlisted coursework cannot meet enrolled coursework requirements.

**How to get on the waitlist**

- Student receives closed class/waitlist error message when registering.
- Student selects in drop down menu to either be put on waitlist or ignore the offer and move on
- If student selects waitlist in the drop down menu, student sees that status on Leo as pending
- If on waitlist, students receives email notification when a seat opens where the student has 24 hours to register or refuse class before seat is offered to next student
- No other student can register in this time period (unless the chair/department has granted another student an override or the class’s overall cap has been raised)
- If notified student does nothing within the specified time, the next WL student receives email notification at the expiration of first student’s time, and has 24 hours within which to take action. Because 1 student has now basically removed himself from the waitlist, there is a seat open on the waitlist.
- Next student on waitlist is notified by email immediately if the first WL student declines waitlist.