Waitlist Policy and Procedure

The Policy

The Waitlist allows a student to place him/herself in a queue for potential openings in a class that reaches its enrollment limit during Registration. The Office of the Dean of Students is in charge of monitoring the Waitlist and enrolling students should a spot become available in a course. The Office of the Dean of Students will proactively monitor class enrollment and add students from the waitlist on a first-come first-served basis if/when seats become available. Please read the following information carefully to learn more about the waitlist process.

Due to the popularity and strict enrollment limits of some classes, SSA cannot guarantee that students on a Waitlist will get a spot in their desired course(s).

Enrollments will fluctuate throughout Registration week until the end of the add/drop period of the new quarter. If a student drops a course that has already been closed to additional enrollments, other students may not attempt to register for it via classes.uchicago.edu. Any seats that may later become available will be filled from the Waitlist.

Students are responsible for verifying that their schedule and student status will accommodate the Waitlisted course. In the event that it does not (due to time conflicts, holds, restrictions, etc.) the Waitlist request cannot be honored and students will forfeit their place on the Waitlist.

Students will automatically be added to the Waitlisted class if a space becomes available, and then notified by email of their change in registration. Therefore, students are responsible for immediately notifying the Office of the Dean of Students if they would like to be removed from a Waitlist.

If a student joins a Waitlist for a class that is not actually full, that student will be notified that he or she can register directly into the course.

The second day of Registration week, each course Waitlist will be posted on a bulletin board located in the Office of the Dean of Students. Each student will be able to see their position on the desired class’s Waitlist. The lists will be updated daily as changes are made to enrollments. Students will be identified on the Waitlist by their student ID number; names will not be used in order to protect confidentiality.

Waitlists will remain open until there are no more students on a Waitlist and/or until the end of the first week of the new quarter. The Office of the Dean of Students will notify students when the Waitlist is closed or if there is no movement with regard to enrollments.
The Procedure

Students are expected to register for their complete course load during the Registration period at https://classes.uchicago.edu before completing the waitlist. *It is not guaranteed that an offer will be made for the desired classes so it is really important that students register for a full load of courses.*

**The Waitlist will open at 12:00pm on the first day of Registration.** The Waitlist will be made available via the Survey Monkey link that is emailed to all students prior to the start of Registration. Students can sign up for a maximum of two (2) Waitlists by using the Survey Monkey form. These are treated as separate requests and so students will be added to each list separately. Consequently, if a student signs up for two different Waitlists, a student’s spot on the Waitlist for one class may not be the same as that student’s spot for the other class Waitlist.

A student can join a Waitlist for no more than two courses. *Signing up for a waitlist does not automatically ensure that a student will be offered a spot in the desired course(s).*

Completing the Survey Monkey tool emailed to students by the Office of the Dean of Students is the only method for joining a Waitlist. The following do not qualify as joining a Waitlist:

- Emails, phone calls, or in-person requests to the Office of the Dean of Students with a list of a student’s desired classes will not be considered submissions to the waitlist. Students will be asked to fill out the Survey Monkey form.

- Students may not email a professor for permission to enter their course. Faculty members are instructed to refer students to the Waitlist rather than entertain emails from individual students asking to be placed into their course. Instructor consent does NOT supersede Waitlist policies.

- If a student signs up for a Waitlist for the same course more than once, only his/her first entry will be considered.

- Students can only fill out the Survey Monkey form once. If you would like to make changes to your selection please notify the Office of the Dean of Students immediately.

To join a Waitlist you will be asked to provide the following information:

- Full Name (required)
- Student ID Number (required)
- Email (required)
- First Wait List (required) – Course number and section number ONLY; ex: 63700 (01)
• Class you would like to drop if offered a spot on the first waitlist (required) – Course and section number ONLY
• Second Wait list (optional) – Course number and section number ONLY; ex: 41000 (01)
• Class you would like to drop if offered a spot on the second waitlist (required if second wait list is desired) – Course and section number ONLY

A successful submission has all those sections completed. Missing information may jeopardize your place on the Waitlist.

The Office of the Dean of Students will maintain contact with students throughout the Registration and Waitlist processes. Emails will be sent to notify students they have been placed into their Waitlisted course, or to notify students that the Waitlist has closed for a given course and they were not able to receive a seat. If students are placed into the Waitlisted course, the Office of the Dean of Students will automatically manage the add/drop process based on the information on the Survey Monkey form.

Registration changes based on the Waitlist will continue until all available seats are assigned, or at 5:00pm at the end of the first week of the quarter, whichever comes first.

Please direct all questions and concerns about the Waitlist to the Office of the Dean of Students at 773-702-1135 or dos@ssa.uchicago.edu.