How does the waitlist work?

HOW THE WAITLIST OPERATES:

1. Student attempts to register for a class that is full.
2. Student receives closed course message, with a note that the Waitlist is available. (CLOSED – WAITLIST)
3. Student may change registration status to either "DROP" (DW) to decline or "WAITLIST" (WL) to be placed on the Waitlist.
4. When an opening becomes available, the student receives an email generated through Banner to their UNG email address.
5. Upon receiving the e-mail, the student has 12 hours to register for the class.
6. *The Waitlist feature does not automatically register the student in the class. The student must take action to register in Banner*. Student must log in and change registration status from "WAITLIST" to "WEB REGISTERED" for the class via Banner.
7. If student does not register within 12 hours, the next person on the Waitlist is emailed.
8. *If the student decides they no longer wish to be on the waitlist or gets a seat in a different section, they should go into Banner to drop the waitlist section so the next student in line can be accommodated more quickly.*

ADDITIONAL GUIDELINES:

A. The Waitlist feature is based on a first-come, first-served basis.
B. If you wish to see where you are on the waitlist, go to your Student Detail Schedule in Banner and you can see your place on the list.
C. To be added to the Waitlist, a student must use the registration area of Banner.
D. The Waitlist feature *does not guarantee* a position in the class.
E. The waitlist will be available during all registration periods including pre-registration.
F. If a student does not meet class pre-requisites, (s)he cannot be added to the waitlist.
G. Not all courses have a waitlist. The waitlist is visible from the Course Schedule on the UNG homepage (https://ungssb.ung.edu/pls/ungprod/COM_F02_PKG.course_search) and in Nighthawk Registration.
H. The waitlist cap is set to 10 seats. Only 10 students can claim a spot on the waitlist and then the waitlist will be closed.
I. The student in the first position on the Waitlist will be notified *via their UNG email address* once an opening becomes available.
J. If the student does not register for the opening within the designated 12 hour window, (s)he is removed from the waitlist.