INTRODUCTION AND PURPOSE

The waitlist is a feature department utilize to automatically manage student enrollment when a course is at capacity.

The waitlist will either be on the lecture or on the smallest section of the linked activities only. For example, in a lecture/discussion pair the waitlist will only be on the discussion since it is the smallest section. The student does not select all of the linked sections when enrolling into a waitlist. When a seat becomes available in the smallest waitlisted section there will be a seat available in the corresponding lecture and the student can enroll in both sections simultaneously.

Students will also have the option to waitlist a section if there is a time conflict with a registered section. The student will have to resolve the time conflict error when they determine which section(s) to enroll in.

Waitlisted units do not count toward the max number of units allowed. The maximum units will be upheld when the student enrolls in sections.

Students will not be able to waitlist another section of a course they are already enrolled in. For example, they will not be able to waitlist another discussion if they are already enrolled in a discussion for that course.

The following restrictions are enforced when a student adds to a waitlist:

- Prerequisites. During prerequisite failure reviews at the end of a term a department will drop any waitlisted students.
- Permission by Department, Enrollment Manager, or Instructor.
- Restrictions (i.e. by class, level, and major).

Once enrolled in a waitlist, the student will be notified via R’Mail if and when a seat becomes available. The e-mail will specify a seat is available with a 24 hour time stamp deadline to either accept or decline the seat. The available seat is reserved for the student for 24 hours (including weekends and holidays). If a student opts to enroll for the section(s) they will be required to enroll in any linked activities and will have to determine which time conflicted section(s) to enroll in before the 24 hour deadline. If the waitlisted student attempts to register for the section before their time stamp expires, and a registration error occurs (such as a time conflict, prerequisite, co requisite, and so on), the student’s priority on the waitlist is maintained until the 24 hour time stamp deadline. If the waitlisted student accidentally drops themselves from the waitlist after receiving notification of an available seat the student is still able to add into the section because the student’s priority on the waitlist is maintained until the 24 hour time stamp expires.

R’Web allows a student to view their position on the waitlist and the time stamp deadline to accept a seat in the section once space becomes available. Students, please review How to View Your Waitlist Position Expiration Time in R’Web for instructions on how to view your waitlist position and the 24 hour time stamp deadline.

Waitlists will close when R’Web closes for the add/drop deadline for the term. Please visit our Academic Calendar online for deadlines.
Undergraduate students may continue to request changes to their class schedule after R’Web closes by completing an online Enrollment Adjustment Form (EAF) available at MyForms.ucr.edu. Graduate students seeking to make changes to their enrollment after R’Web closes may obtain a paper EAF from their department’s Graduate Program Coordinator.

The EAF is utilized to add or drop a section(s), and/or change the grading basis, or unit value of a section(s). Please visit the Academic Calendar to determine when the EAF has a processing fee.

This document will demonstrate:

1. How to add into a section after being on the waitlist
2. How to add into linked sections after being on the waitlist
3. How to add into a waitlisted section that has a time conflict with a registered section

**PROCEDURES**

1. After being on the waitlist you have received an e-mail informing you there is a space available.
2. Go to Rweb.ucr.edu.
3. Enter your UCR NetID and password.
4. Select the **Registration** icon in R’web.

5. Select **Register for Classes**.
6. Select the appropriate term and press Continue.

HOW TO ADD INTO A SECTION AFTER BEING ON THE WAITLIST

1. Navigate to your waitlisted course in the Summary panel.

2. Change the Action to Add and press Submit.
How To Enroll After Receiving a Waitlist Notification in R'Web

3. Cheers, you have successfully enrolled in the linked activities if the **Status** reads **Registered**.
HOW TO ADD INTO LINKED SECTIONS AFTER BEING ON THE WAITLIST

1. As mentioned earlier, you have received a waitlist notification and have one of the linked activities in your Summary panel with a Waitlisted Status.

2. Since the waitlist is on the smallest section of the linked courses the other linked activity will not be in the Summary panel. You will have to add all the linked sections to the Summary panel before you can successfully enroll in the course. Please refer to How to Register for Classes in R’Web to learn how to add sections in the Summary panel.

3. Add all the required linked activities to the Summary panel.

4. Select the drop down button in the Action column and change the Action to all of the linked activities to Add and press Submit.
5. Cheers, you have successfully enrolled in the linked activities if the **Status** reads **Registered**.
HOW TO ADD INTO A WAITLISTED SECTION THAT HAS A TIME CONFLICT WITH A REGISTERED SECTION

If you receive a waitlist notification for a section that conflicts with a registered course, and you decide to enroll in the waitlisted course instead, follow these steps.

1. The sections you’re Registered and Waitlisted for are listed in your Summary Panel.
   a. Friendly reminder, be sure to add any linked sections, paired with the waitlisted section, in the Summary panel. Please review How to Add into Linked Sections after being on the Waitlist above to learn more.
   b. In the example below, the student is registered in the linked activities MATH 004 lecture and discussion and waitlisted for ENGL 001A. The time conflict is visible with the color blocks in the Schedule panel.

2. It’s good practice to check the Conditional Add and Drop box to ensure you are not dropped from one section without getting enrolled in the other section.
3. Change the **Action** of the waitlisted section and any linked sections to **Add**.
   a. In this example, the action of ENGL 001A was changed to Add.

4. Change the **Action** of the **Registered** section and any linked sections to **Drop** and press **Submit**.
   a. In this example, the action for MATH 004 and its linked activity is changed to **Drop**.
5. Cheers, the change is successful if the status of your previous Waitlisted section(s) now reads Registered and your previous Registered section now reads Dropped.
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