



1. **What is the advantage of enrolling onto a waitlist?**

A waitlist is an electronic process that auto-enrolls students in closed classes as seats become available. This enables students to get into the classes they want without having to continuously check for possible openings. Waitlists operate on a first-come, first-served basis, so this process ensures that students who enroll sooner have a better chance of getting into a closed course.

2. **Do all classes have a waitlist?**

Not all classes offer waitlists. Each college is responsible for determining if their class offerings should have a waitlist or not. If a waitlist is available, an orange triangle icon will appear next to the section in the Class Schedule. For courses with no waitlist available, you will need to check regularly for possible openings.

3. **How many classes can I waitlist for?**

You may add yourself to any number of waitlists, but you will not be enrolled beyond the maximum number of hours allowed for that term.

4. **What are my chances of being enrolled in a class with a waitlist?**

It depends on how currently enrolled students adjust their schedules and if they drop your requested class. When a student does enroll from the waitlist, the waitlist position numbers are re-sequenced, and you will see your position number change. You should monitor your progress on the waitlist, and if your position doesn't change significantly, you should consider other class options.

5. **What if I decide that I no longer want to take a class that I have waitlisted?**

It is your responsibility to remove yourself from the waitlist. If you have been enrolled from the waitlist and do not wish to take the class, it is your responsibility to drop the class before the last day to drop. If you fail to do this, you will be fee liable for the class, and you will be graded.

6. **Can a waitlist become closed for a course?**

There are a limited number of seats available for a waitlist, so if all positions are filled, you will be unable to add yourself to the list until a seat opens up.

7. **What is the Swap Function?**

The Swap function allows you to swap a class you are currently enrolled in for a different one. If you are currently enrolled in a different section of the same course or in a class that has a time conflict with the waitlisted course, using the Swap feature will automatically replace the enrolled course with the desired waitlisted one when a seat becomes available. **Please note that swapping lecture/lab components with a waitlist is not recommended. Please see your success coach for further assistance.**

## 8. How does the Swap Function work?

From my.ucf.edu > Student Self Service > Student Center > Academics, choose 'Enrollment: Swap'

Academics - Undergraduate and Graduate Careers

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)

[Enrollment: Swap](#) >>

[Enrollment Bulletin Board](#)   [Academic Calendar](#)

Summer 2013 Schedule	
<a href="#">Class</a>	<a href="#">Schedule</a>
SPN 1120C-AW61 LEC (50818)	Room: TBA

[weekly schedule](#) ▶  
[enrollment shopping cart](#) ▶

You may search for the new course by clicking the 'search' button, or if you know the class number you may enter it in the 'Enter Class Nbr' box.

Search   Plan   Enroll   My Academics

my class schedule   add   drop/withdraw   swap   term information

### Swap a Class

1 2 3

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

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Swap This Class	
Select from your schedule	SPN 1120C: ELE SPANISH LANGUAGE & CIV I

With This Class	
Search for Class	Class Search <input type="text"/> <input type="button" value="search"/>
Enter Class Nbr	<input type="text"/> <input type="button" value="enter"/>

▶ My Summer 2013 Class Schedule

[Search](#)   [Plan](#)   [Enroll](#)   [My Academics](#)

[My Class Schedule](#)   [Add](#)   [Drop/withdraw](#)   [Swap](#)   [Term Information](#)

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If the course is full, and is a Wait Listed course, you will need to check the 'Wait list if class is full' box and click 'Next'.

<a href="#">Search</a>	<a href="#">Plan</a>	<a href="#">Enroll</a>	<a href="#">My Academics</a>
<a href="#">my class schedule</a>	<a href="#">add</a>	<a href="#">drop/withdraw</a>	<a href="#">swap</a>
			<a href="#">term information</a>

### Swap a Class

1 | 2 | 3

#### 1. Select a class to swap - Enrollment Preference

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#### SPN 1120C - ELE SPANISH LANGUAGE & CIV I

##### Class Preferences

SPN 1120C-AW62 Lecture  Wait List

Wait List  Wait list if class is full

Permission Nbr

Session A - First Six Weeks

Grading ABCDF

Career Undergraduate

Units 4.00

CANCEL

PREVIOUS

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
AW62	Lecture		TBA	Maria Montalvo	05/13/2013 - 06/21/2013

##### NOTES

**Class Notes** Web-based course; WWW access, browser, e-mail required.

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop/withdraw](#) [Swap](#) [Term Information](#)

go to ...  

If you choose to be added to a wait list, you will get this page which allows you to opt in to receive text messages. Be sure to read the page below for more information. To opt in, check the box and click 'CONTINUE', or if you don't want text messages, simply click 'CANCEL'.

<a href="#">Search</a>	<a href="#">Plan</a>	<a href="#">Enroll</a>	<a href="#">My Academics</a>	
<a href="#">my class schedule</a>	<a href="#">add</a>	<a href="#">drop/withdraw</a>	<a href="#">swap</a>	<a href="#">term information</a>

## Swap a Class



### Waitlist Notification

**You have chosen to be added to a waitlist. You will automatically be enrolled in the class if space is available and at that time you will become liable for fees associated with the class.**

**It is your responsibility to monitor your waitlist status. If enrolled, you will be responsible for all tuition and fees associated with the class. You will NOT be given a late drop from the course because you forgot about the waitlist or you forgot about being enrolled in the class automatically.**

**If you no longer want to enroll in this class it is your responsibility to remove yourself from the waitlist by dropping it in my.ucf.edu before the drop deadline.**

**Please review the Waitlist [FAQ](#) for important information on how waitlist processing works.**

**You will receive an email at your knightsmail account when you are enrolled.**

**a. Do you wish to be notified when you are enrolled into a class from the waitlist via text messaging in addition to email notification? (You agree to accept all related charges from your carrier)**

**b. If yes, please confirm your mobile phone number and enter your mobile phone carrier**

**Yes, I want to receive text messages**

CONTINUE

CANCEL

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop/withdraw](#) [Swap](#) [Term Information](#)

Review your swap. If it is correct, click 'FINISH SWAPPING'.

Search Plan Enroll My Academics  
my class schedule || add || drop/withdraw || swap || term information

### Swap a Class

1 2 3

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

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You are replacing this class

✓ Enrolled    ✗ Dropped/Withdrawn    ⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">SPN 1120C-AW61 (50818)</a>	ELE SPANISH LANGUAGE & CIV I (Lecture)		TBA	C. Garcia	4.00	✓

With this class

● Open    ■ Closed    ⚠ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">SPN 1120C-AW62 (50968)</a>	ELE SPANISH LANGUAGE & CIV I (Lecture)		TBA	M. Montalvo	4.00	⚠

CANCEL | **FINISH SWAPPING**

Search Plan Enroll My Academics  
My Class Schedule Add Drop/withdraw Swap Term Information

go to ... >>

View your results. If you asked to be placed on a wait list, your position number is displayed in the message.

Search Plan Enroll My Academics  
my class schedule || add || drop/withdraw || swap || term information

### Swap a Class

1 2 3

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

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⚠ Success: waitlisted    ✓ Success: Classes were swapped    ✗ Error: Unable to swap class

Class	Message	Status
Swap SPN 1120C with SPN 1120C	<b>Message:</b> Class 50968 is full. You have been placed on the wait list in position number 1.	⚠

MY CLASS SCHEDULE

Search Plan Enroll My Academics  
My Class Schedule Add Drop/withdraw Swap Term Information

go to ... >>

9. **Can I enroll in a class and waitlist a different section of the same class?**

Yes, and you should use the 'Swap' feature for this. It is important that you enroll in your second choice class and then waitlist the other section. If you waitlist a class first and then enroll in a different section, the system assumes you prefer the enrolled class over the waitlisted class and will remove you from the waitlist.

10. **How often does the system check for open seats in waitlisted classes?**

Wait List auto-enrollment will run once a day until the week before classes start. During the first week of classes, it will run several times a day in expectation of students adjusting their schedules more frequently. Once the waitlist has processed all students on the waitlist, the class will move to open status if there are any open seats remaining.

11. **I was in position number 1 on a waitlist; why wasn't I enrolled when a seat opened?**

The requirements to be moved from waitlisted to enrolled are the same as regular registration:

- You will not be enrolled from the waitlist if you are already enrolled in another section of the same class ([See Swap](#)).
- You will not be enrolled in a class if it conflicts in meeting times with another class in which you are enrolled ([See Swap](#)).
- You will not be enrolled in more credit hours than permitted in that term.
- You will not be enrolled if you have not met the prerequisites for that class.
- You will not be enrolled if you have a registration hold, e.g., Financial Hold, Library Fines, etc.

10. **Can I take myself off of a waitlist?**

Yes, you may remove yourself from a waitlist by following the same process as if you were going to drop a class.

11. **What is the first day I can get on a waitlist?**

Waitlists are only available once the class is full. For high-demand classes, this may be the first day of registration or, for other classes, as late as the last week.

12. **When does a waitlist end?**

Waitlists end on the last date to Drop/Swap classes. The specific dates for each term can be found by referencing the current Academic Calendar (<http://registrar.sdes.ucf.edu/calendar/academic>).

13. **Will anything prevent me from getting on a waitlist?**

The requirements to be added to a waitlist are the same as regular registration:

- You must have an enrollment appointment.
- You must have met all the prerequisites for the class.
- A waitlist must be available for that class.

- You will not be able to waitlist if you have any registration holds.

**14. If an enrolled student drops a full class and a seat opens, do waitlisted students get in first?**

Yes, the class will remain closed for standard registration until the waitlist has added or skipped all students on the waitlist. If open seats remain, the class will then open for standard registration.

**15. Once I am on the waitlist, how do I get into the class?**

If seats become available and you meet all of the requirements, you will be added automatically to open seats based on how close to the top you are on the waitlist.

**16. How do I find out if I was successfully enrolled in a waitlist class?**

If you are successfully enrolled from the waitlist, you will receive an email (and text message if you requested it) notifying you. Emails go to your [Knights Email](#) account. It is important that you monitor your Knights Email account daily.

**17. Can I waitlist in more than one section of the same class?**

Yes, you can waitlist for multiple sections of the same class. Once you have been enrolled in one section of a class, however, you will be removed from the waitlists for all other sections of that class. If you are already enrolled in one section of a class, you may waitlist for additional sections, but you will not be enrolled from the waitlist until you drop the section in which you are enrolled. For more information on how to successfully enroll in a waitlist for more than one section of a course, see information on the Swap function.

**18. Can I waitlist for a class that conflicts in meeting times with a class in which I'm already enrolled?**

Yes, you can waitlist for time-conflicted classes, but you will not be moved off of the waitlist until the time conflict has been resolved. For more information on how to successfully enroll in a waitlist with time-conflicted schedules, see information on the Swap function.

**19. Can I remain on the waitlist after I have enrolled in the class?**

No, you will be removed from the waitlist for all sections of the class once you are successfully enrolled in one.

**20. Where can I find my waitlist position number?**

From [my.ucf.edu](#) > Student Self Service > Student Center, click on the dropdown for 'other academics' and click on 'Class Schedule'. You will see which classes you are waitlisting and your position on the waitlist.

**21. Can I see who else is on the waitlist for a class?**

No, you may only see your own position number.

**22. Will having a hold on my account impact my ability to use the waitlist function?**

Yes, any type of hold that impacts registration will prohibit a student's ability to use the waitlist function.

**23. If I have Financial Aid, how will the waitlist impact my award?**

Waitlisted classes do NOT count towards your enrolled hours. If your financial aid requires full-time enrollment, be sure you have enough credits without counting waitlisted classes.