Class Wait-Listing
Important Notice for All Students

A new process, called “wait-listing” is available for LSSC students seeking to get into a section of a course that is full. The wait-list starts immediately once all seats in a course section are full and the course shows as “Full” on the Class Schedule (see below).

The wait-list does not guarantee a seat in the class; but it does provide a more fair and equitable way to possibly secure a desired seat in a course.

When a spot in the course becomes available, the first student on the wait-list will receive an automatically generated notification to their Lakehawk mail with instructions to log-in to LOIS and register for the open seat. There will a time limit of 24 hours to claim the open seat. If registration is not completed within that time, the student will be dropped from the wait-list and an e-mail is sent to the next student on the wait-list. Students on wait-lists are responsible for checking Lakehawk mail frequently to avoid missing the opportunity to register.

Frequently Asked Questions (FAQ)

What is wait-listing?
Wait-listing is a process to get “in line” for course sections that are full. Students must first secure a spot on the individual course section’s wait-list by registering in LOIS. If a seat becomes available in the course section, the Registrar will notify the student via their Lakehawk mail account. The student must then register within 24 hours.

How do I know if a course has a wait-list?
Beginning in the summer 2015 semester, every section of every course will have a wait-list of 2-5 students. If the wait-list is full, you will get an error message when you try to register in the LOIS Registration Add/Drop classes’ screen. You will receive a “Closed or Full Section” message.

How do I place myself on a wait list for a course that is full?
If there are spots available on the wait-list, you may add your name to a wait list by following the steps below:
• Log in to LOIS with your User ID and Pin
• Click on the Student Tab
• Click Register for Classes
• Select the Term and click Submit.
• On the Add/Drop Classes screen, enter the CRN (the five-digit Course Reference Number)
• You will see the wait-list option under the "Registration Add Errors"
• In the "Action" options, click on the drop down arrow and select "Add to Wait List"
• Click the "Submit Changes" button to confirm that you have been added to the wait-list

What happens once I secure a spot on the wait-list?
Once you secure a spot on the wait-list, you will receive an e-mail when a seat in the class becomes available. You may view your place on the wait list at any time in LOIS by viewing your Student Detail Schedule. The wait-list position number is your place in line. Being on the wait-list does not mean you are registered, just that you are waiting for a seat to open for that specific section.

Why do certain course sections not appear to have a wait-list option in LOIS?
All classes have the wait-list option, however wait-lists do have capacity limits. Once the wait-list is full, the wait-list option will not appear until a spot on the wait-list becomes available. Most course sections will have a wait-list with a maximum of 2-5 students.

What could prevent me from securing a spot on a wait-list?
The requirements for the wait-lists are the same as for traditional course registration.
• You must wait for your LOIS registration appointment period based on your earned credit hours. (See the Academic and Registration calendar for dates)
• You must meet all the course prerequisites
• If you are already on a wait-list for one section, you cannot wait-list a different section of the same course

Will I be able to see where I am on the wait-list?
You can access the LOIS Registration Add/Drop classes screen to see how many students are currently on the wait-list and to view your position on the wait-list.

How will I be notified if a seat in a class becomes available?
As soon as a seat becomes available in LOIS, you will receive a notification e-mail to your LSSC Lakehawk mail account, giving you 24 hours to register for your desired section. Note that these openings occur as other students drop classes, so you could be notified any time of the day or night, even on the weekends. Check your LSSC Lakehawk mail regularly to ensure that you do not miss your notification.

How long do I have to register once I am notified by the Registrar?
Once notified in your Lakehawk mail, you have 24 hours to log into LOIS and register for the wait-listed course section.

What happens if I don’t take action within 24 hours? Can I get back on the same wait-list?
If you do not take action within 24 hours, you will be removed from the wait-list. If you choose to wait-list again, you will be placed at the end of the wait-list if there are spots available on the wait-list.
What if I decide that I no longer want to be on the wait-list for a course section?
It is your responsibility to remove yourself from the wait-list for specific course section.
To remove yourself from a course section wait-list:
- Login to LOIS with your User ID and Pin
- Click on the Student Tab
- Click Register for Classes
- Select the Term you want to register for and click Submit.
- On the Add/Drop Classes screen, enter the CRN (the five-digit Course Reference Number)
- In the "Action" options, click on the drop down arrow and choose “Dropped via Web”
- Click the "Submit Changes" button and confirm that you have been dropped from the wait-list.

Can I be registered for one section of a course and be on a wait-list for a different section of the same course?
Yes, you may register for one section of a course and be on the wait-list for another section of the same course. If you get an opportunity to register for the wait-listed section you must first drop the section you are registered in prior to registering for the new section all within the 24 hour window from being notified via Lakehawk mail of an open seat. If you change your mind and do not want to be on the wait-list, you must remove yourself from the wait-list in LOIS. You cannot be on a wait-list for more than one section of the same course.

Is there a limit to the number of wait-lists I can be on?
You cannot exceed the number of credit hours for which you are eligible within the semester. We ask that you use the wait-listing system judiciously and be sure to remove yourself from all your wait-lists once you have finalized your schedule.

Can I wait-list for a class that has a time conflict with another class already on my schedule?
While time conflicts are not allowed on your schedule, you can choose to be on a wait-list for a wait-listed course that has a time conflict with another course on your schedule. When you are notified of an open seat, you will have to decide which course you want; if you want the wait-listed course, drop the other one from your schedule, then add the wait-listed course.

When does wait-listing begin and end?
The LSSC wait-listing feature begins once registration starts and a class becomes full. Wait-lists are maintained and notifications continue to launch through the end of the add/drop period. After the add/drop period ends, all wait-lists are purged.

If I have Financial Aid, how will the wait-list impact my award?
Wait-listed classes do NOT count towards your enrolled hours. If your financial aid requires full-time enrollment be sure to have enough credits without counting wait-listed classes.