

Waitlist Information

Instructions

Some courses at the University have a waitlist function in the student registration system. If a course is full and has a waitlist function, you can register yourself for the waitlist. If you are on the waitlist and a seat becomes available, the registration system will generate an email to your Eagle Mail account notifying you of the available seat and directing you to log into Gulfline and register for the course. You will only have 24 hours from the time the e-mail is sent to register yourself for the course. **As such, if you are waitlisted for a course, you must check your Eagle Mail regularly.** Below are instructions for how to register for a waitlist.

1. **You will know if a course has a waitlist if it is indicated in the Comment section viewable on the Course Schedule in Gulfline.**

https://gulfline.fgcu.edu/pls/fgpo/twbkwbis.P_GenMenu?name=homepage - Windows Internet Explorer

https://gulfline.fgcu.edu/pls/fgpo/twbkwbis.P_GenMenu?name=homepage

Links Administrative Services -- I N T R A N E T -- FGCU Webmail Home Florida Gulf Coast University Florida Gulf Coast University Internet Native Banner

https://gulfline.fgcu.edu/pls/fgpo/twbkwbis.P_GenMe...

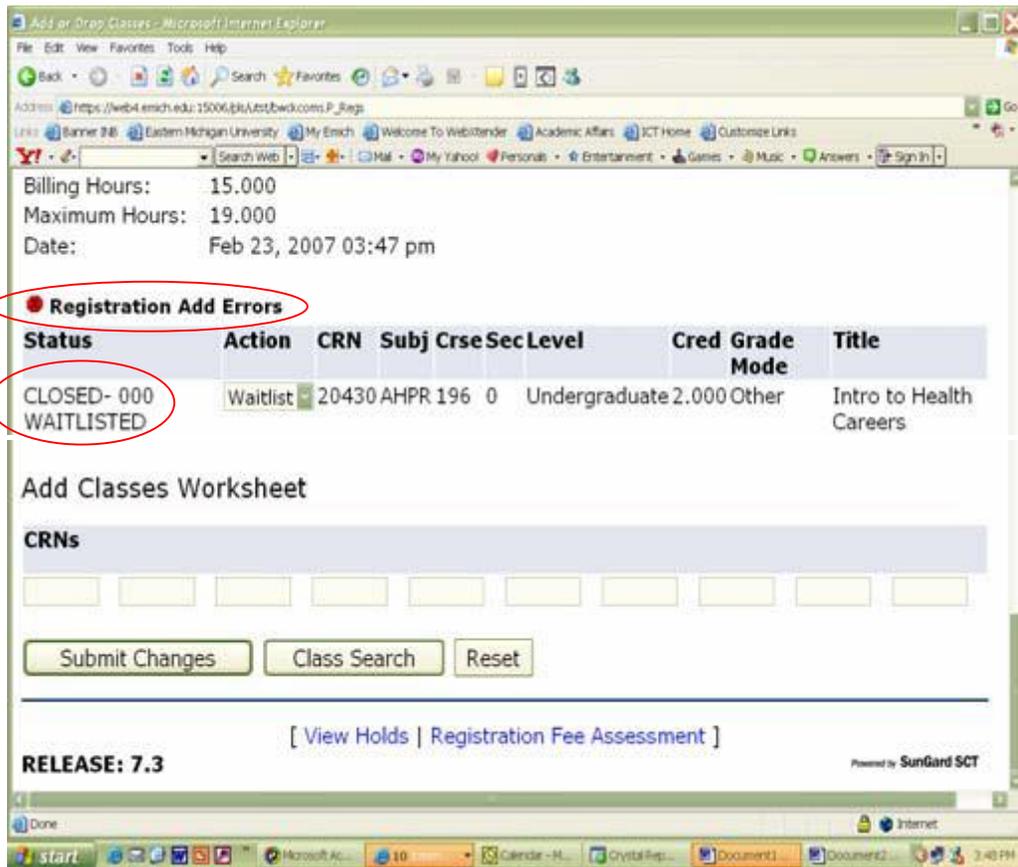
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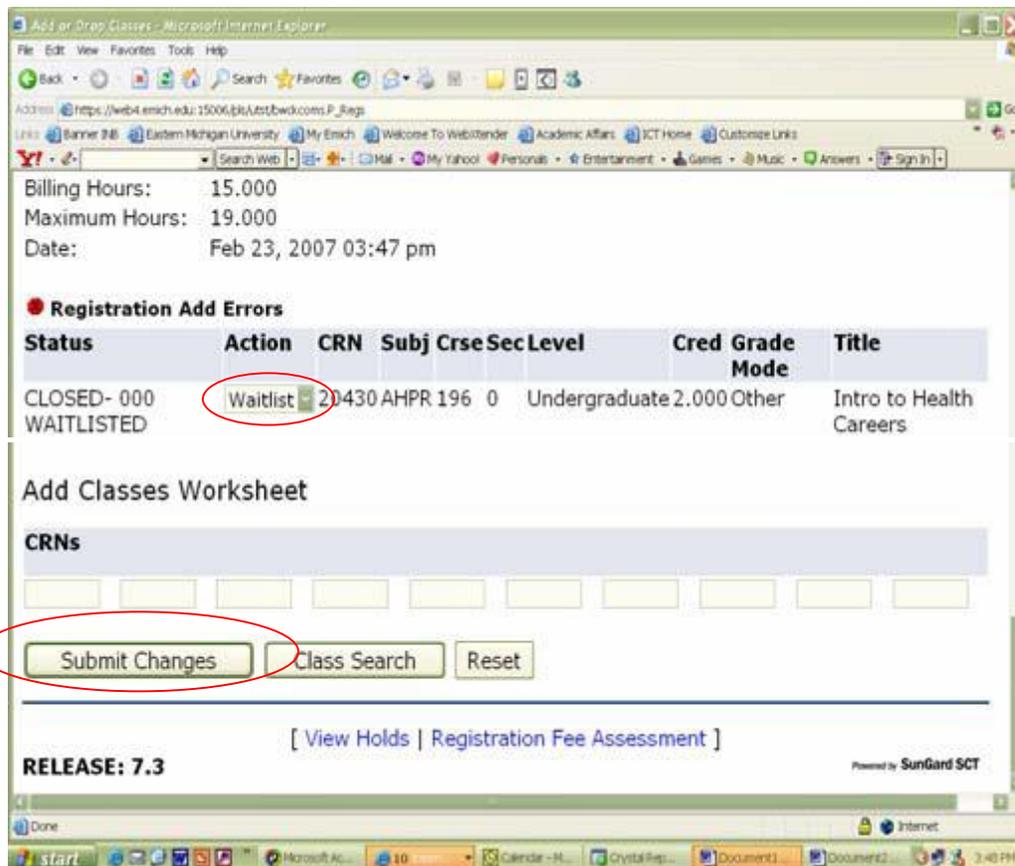
RELEASE: 8.2

Please Note: You will not see this comment if you are logged into Gulfline “looking for classes to add”.

2. **You must attempt to register for the course as though there are seats available in the course.**
3. **Once the course has reached capacity, or if there are more students on the waitlist than there are seats available in the course, you will receive a Registration Add Error. The error will read “CLOSED- X WAITLISTED” or “OPEN-X WAITLISTED.” You will receive the “CLOSED- X WAITLISTED” when there are no available seats in the course but there are available slots on the waitlist. You will receive the “OPEN-X WAITLISTED” error when there are more students on the waitlist than there are available seats in the course.** The X indicates the number of students currently on the waitlist. You may receive a third error “CLOSED-WAITLIST FULL,” when there are no available seats in the course or slots on the waitlist.



4. At this point, you are not yet on the waitlist. In order to register for the waitlist, you must select "Waitlist" from the Action pull down menu and then click Submit Changes.



5. After clicking Submit Changes, you will see the course appear in your Current Schedule. The Status will read Waitlisted and the date you added yourself to the waitlist will be indicated. **Please note**, because you are waitlisted for the course, rather than registered for the course, the credit hours are listed as 0.000.

The screenshot shows a web browser window titled "Add/Drop Classes: - Microsoft Internet Explorer". The address bar shows the URL: https://www.goldmine3.utep.edu/pprd/iowa/bwckcoms.P_Regs. The main content area is titled "Current Schedule" and contains a table with the following data:

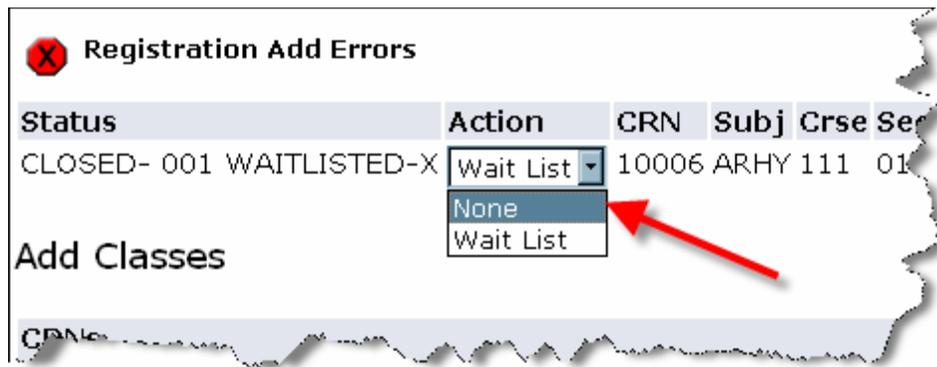
| Status | Action | CRN | Subj | Crse | Sec Level | Cred | Grade | Mode | Title |
|-----------------------------------|--------|-------|------|------|-----------|----------------|---------|------------------------|-----------------------------|
| Registered by Web on Apr 02, 2007 | None | 13539 | EDAD | 5396 | 0 | Graduate 3.000 | Std Ltr | (A,B,C,D,F,I,N,P,W,CR) | Higher Education Finance |
| Registered by Web on Apr 02, 2007 | None | 16149 | EDAD | 5387 | 0 | Graduate 3.000 | Std Ltr | (A,B,C,D,F,I,N,P,W,CR) | Higher Educ Policy Analysis |
| Registered by Web on Jun 06, 2007 | None | 13538 | EDAD | 5390 | 0 | Graduate 3.000 | Std Ltr | (A,B,C,D,F,I,N,P,W,CR) | Introduction to Higher Ed |
| Waitlisted on Jul 31, 2007 | None | 12748 | PSCI | 2303 | 001 | Graduate 0.000 | Std Ltr | (A,B,C,D,F,I,N,P,W,CR) | Physical Science I |

Below the table, the following summary information is displayed:

- Total Credit Hours: 9.000
- Billing Hours: 9.000
- Maximum Hours: 15.000
- Date: Jul 31, 2007 08:52 am

The "Add Classes Worksheet" section includes a "CRNs" input field with ten empty boxes, and three buttons: "Submit Changes", "Class Search", and "Reset".

6. You will stay on the waitlist for this course until (a) a seat becomes available and you register yourself for the course or (b) you drop yourself from the waitlist.
- (a) If a seat becomes available for you, you will receive an e-mail from the Registrar's Office in your Eagle Mail account. You will have **24 hours from the time the e-mail was sent to you to log into Gulfline and register yourself for the course.** You can register yourself by selecting "Web Register" from the Action pull down menu and then clicking Submit Changes. You will know you are registered for the course when you see the CRN in your current schedule and the credit hours are no longer 0.000.
- Please Note: You may receive a registration add error when you try to register yourself for the course.**
- **Duplicate:** you are already registered for a section of this course; you must drop the section you are registered for before the system will allow you to add the waitlisted course
 - **Time Conflict:** the waitlisted course you are trying to add meets at the same time as another course you are currently registered for; you must drop the course at the conflicting time in order to add the waitlisted course
 - **Max Hours Exceeded:** adding the waitlisted course puts you over 18 hours for the semester; you must drop a course to add the waitlisted class or contact your advisor to request a maximum hour override
- (b) If you no longer desire to be on the waitlist, you can drop yourself by selecting "None" from the Action dropdown menu and then clicking Submit Changes.



Additional Information

A course may appear to have available seats on Gulfline (have a green dot next to it on the Course Search screen). However, if the course has a waitlist, these seats *may not* actually be available. It is likely that there are more people on the waitlist than there are seats available in the course. As such, all “available” seats are actually being held for students on the waitlist. **Only if there are more available seats than there are students on the waitlist, will you be able to register for the course.** You should contact an academic advisor to find out whether there are actually available seats in the course.

The system will no longer allow students to waitlist themselves for multiple CRNs of the same course. Also, the waitlist system will no longer allow students to register for one CRN of a course and waitlist themselves for another CRN.

Availability

1. Students will no longer be able to waitlist themselves for a course as the day and time indicated on the Academic Calendar (see <http://www.fgcu.edu/Registrar/academiccalendar.asp>). However, students already on a waitlist prior to this day and time will remain on the waitlist until a) they receive a notification that a seat is available and either register themselves for the course or drop themselves from the waitlist or b) 5:00 p.m. on the waitlist shutdown day during the Add/Drop period.
2. **Once the waitlist is shut down, any students still on the waitlist will be removed from the waitlist and the course will become “first-come, first-serve.”** For the remainder of the Add/Drop period, any student can register him/herself should a seat become available in the course (just like a course that never had a waitlist).
3. **Students with Academic Notice, Academic Warning, or Academic Probation holds should see their academic advisor or the Center for Academic Achievement for more information about using the waitlist.**