Questions about Psychology Course Waitlists

How to add yourself to a Waitlist:
- Log into BU Brain Self Service
- Go to Student tab – Registration
- Click Add/Drop courses
- Click “Class Search” towards the bottom of the page
- Copy the CRN number of the course you want to waitlist and then click “Add to Worksheet” at the bottom of the page
- Paste the CRN number in one of the boxes under “Add Classes Worksheet”
- Click “Submit Changes”
- You will get an error: “Closed - Waitlisted”
- Click on the “Actions” drop down menu
- Click on “Waitlist” and then press “Submit Changes”
- Status will then indicate “Waitlisted”

Some VERY IMPORTANT Things to know about Waitlists:
- CHECK YOUR EMAIL EVERY 12 HOURS to see if you have received an email offering you a seat in the waitlisted course. You have 24 hours once the email is sent to claim your seat in the course

- Putting yourself on the waitlist DOES NOT mean that you are guaranteed a spot in the course.

- Receiving an email offering you a seat in the course DOES NOT mean you are AUTOMATICALLY REGISTERED in the course. Follow the directions in the email to register for the course.

- DO NOT SWITCH SECTIONS of a course or lab you are waitlisted for. This will drop you from the waitlist.

- If you get an email offering you a spot in the course that you NO LONGER WANT TO TAKE, DROP the course AS SOON AS POSSIBLE. This will allow more people the chance to take the available seats.

Q: I see a spot available in a course I really need, but when I try to register, I only have the option to put myself on the waitlist. Why can’t I get the available spot?
A: When seats are available in a waitlisted course that means that those available seats are being offered to the people on the top of the waitlist. When people take the available seats, BU Brain will update the remaining spots in the class.

Q: Can I put myself on the waitlist for more than one course or lab section?
No, you can only put yourself on the waitlist for one section of the same course or lab.

Q: I’m waitlisted for the experimental course, but BU Brain would let me add myself to the waitlist for the corresponding lab. Why can’t I put myself on the waitlist for the lab?
In order to register for a lab you need to be registered (not just waitlisted) or have previously taken the corresponding experimental course, since it is a prerequisite or co-requisite. This means that you need to wait until you are officially registered in the course before you can add yourself to the waitlist for the corresponding lab.

Q: Can I see my position on the waitlist?
Unfortunately, this is not possible. The waitlist is computer generated and only the registrar’s office has access to the list of names on the waitlist.

Q: What determines my position on the waitlist?
Your position on the waitlist is determined by the time when you put yourself on the waitlist.

Q: But I really do need this class. Can’t you just add me? I’m only one more person. Will the professor add me?
Unfortunately not. There are many reasons why that is not possible. Please check the schedule for courses offered over the summer or following semester. You could also check whether it is possible to take the course elsewhere and transfer in the credit. Please see the Transfer Equivalency Table on the Harpur Advising website.