A. How to Add Yourself to a Waitlist

- Courses that have a blue \textbf{W} in the far right column have a waitlist. If the course has seats remaining (SR), register right into the course (Section 29597). Waitlists do not become active until the class is full.
  - If the course has more than one lab section (i.e., PSYC 344 Research Methods (DIS)), then each lab section will have its own waitlist. Waitlist yourself for the one lab section that you prefer.
  - Remember when you accept an invitation to register, that you should register for both the lecture and discussion section.
- \textbf{DO NOT TRY TO SWITCH SECTIONS} of a course or lab you are waitlisted for. Doing so will drop you from the waitlist and when you waitlist again you will be at the bottom of that waitlist.
- You \textbf{CANNOT} trade sections. You stay in the section you registered for, or you can add yourself to the bottom of the waitlist for a different section.
- In the example above, section 12104 does not have seats available even though it appears that way. In this case, do not drop yourself from the waitlist and attempt to register for this section. The reason it appears there are open seats available is because students on the waitlist received an invitation to register for the course and a seat is available \textbf{ONLY} for the students at the top of that waitlist. They will have 18 hours to respond, if they do not an email is sent to the next student on the waitlist.
- Registering for a waitlist works the same exact way as registering for any other classes – except it requires a few more clicks!
  - When you try to register for a closed course, you will get an error message that says, “Closed Section” and this is perfectly normal.
  - Next to this message, you will also see a drop down menu (under “Actions”).
  - Click on the drop down menu and hit “Waitlist.” Then, press “Submit Changes” located on the bottom of the page.
  - Then, you will see a confirmation message that says “Waitlisted.” You’re now waitlisted for that course!
After you have signed up on the waitlist, confirm that you are properly placed on the waitlist by going to Student > Registration > Registration History and you will see something like this:

- \textbf{B. Ultra-Important Things to Know about Waitlists:}
  - Check your email every 12 hours to see if you have received an email from the registrar that says that a seat has become available. You have 18 hours to add yourself to the course from the time you received the email (not when you open the email). If you do get the email, you must add yourself to the course on BU Brain by going to “Add or Drop Courses” and selecting “Register” from the same drop down menu as when you were signing up on the waitlist.
  - Putting yourself on the waitlist does not mean that you are guaranteed a spot OR you are enrolled.
  - If you get an email offering you a seat in the course that you no longer want to take, please drop the course as soon as possible so that other students are able to enroll.

\begin{tabular}{|c|c|c|c|c|c|c|c|c|c|c|c|c|c|c|}
\hline
Select & CRN & Subj. & Crse & Sec & Ret & Crd & Title & Days & Time & Cap & Act & Rem & Wait \\
\hline
SR & 12102 & PSYC & 344 & A0 & 0.000 & Research Methods (LEC) & M/W & 04:40 pm-05:40 pm & 236 & 227 & 9 \\
C & 12104 & PSYC & 344 & A01 & S & 0.000 & Research Methods (DIS) & F & 09:40 am-10:40 am & 20 & 16 & 0 & W \\
C & 12107 & PSYC & 344 & A02 & S & 0.000 & Research Methods (DIS) & F & 09:40 am-10:40 am & 20 & 16 & 0 & W \\
SR & 25957 & PSYC & 344 & A03 & S & 0.000 & Research Methods (DIS) & F & 09:40 am-10:40 am & 20 & 19 & 1 & W \\
C & 25958 & PSYC & 344 & A04 & S & 0.000 & Research Methods (DIS) & F & 09:40 am-10:40 am & 20 & 20 & 0 & W \\
C & 30721 & PSYC & 344 & A05 & S & 0.000 & Research Methods (DIS) & F & 09:40 am-10:40 am & 20 & 20 & 0 & W \\
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\end{tabular}

*Note that the course does not bear any credits (since you are waitlisted) and that it says “Waitlist on Date.”

Each department has a different way of implementing waitlists, so please contact your department directly if you have any questions regarding waitlists. Best of luck with registration!

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