WAITLIST

The waitlist is available when all seats in a class have been filled. See below for information and how-to guides regarding the waitlist and SWAP processes:

Waitlist Process:
We strongly recommend adding an open class first and THEN setting up a SWAP with the waitlisted class. You CANNOT set up a SWAP if you add the waitlisted class first.

Waitlist Process
1. Before the start of term:
   a. The system runs a check for open seats each week night. If there are available seats, the system will add students to the class based on their number on the waitlist (pending exceptions – see item #3).
2. At the start of term:
   a. If you are still on the waitlist at the start of term, you will need to be signed into the class by the instructor. The order in which students are added to the class is at the instructor’s discretion, and many sign students in on a first-come-first-serve basis.
   b. Show up to the first day of class with a Registration form to ask if the instructor will sign you in off the waitlist (form found at: https://www.chapman.edu/students/academic-resources/registrar/_files/forms/registration.pdf)
3. IMPORTANT: it is possible to place yourself on the waitlist, but not be enrolled if a seat in the class opens up – effectively being skipped over. This can happen for the following reasons:
   a. Seats were not available in both the lecture and lab combination the student selected
   b. The waitlisted class presents a schedule conflict with an enrolled course (use SWAP function to avoid)
   c. The student is still enrolled in another section of that class (use SWAP function to avoid)
   d. The enrollment would put a student over their enrollment credit limit
   e. The student has registration holds
4. If you would like to add yourself to the waitlist WITHOUT setting up a SWAP, follow the following steps:

When you search for a class, if there is a yellow triangle under “status,” that means the class has a waitlist (see picture below).

If your desired course has a waitlist, you can either set up a SWAP with an open course (recommended – see next page for details) or add yourself to the waitlist without setting up a SWAP.
SWAP

The SWAP feature allows you to replace one class with another and ensures that you are enrolled in an open course before dropping another from your class schedule. When a course that you would like to add has a waitlist, we suggest using the SWAP feature to enroll in an open course and place yourself on the waitlist of another. When you get in off the waitlist, the system will automatically drop you from the class you indicate and add you to your preferred class. See below for step-by-step instructions.

SWAP How-To:

1. **Enroll for open classes FIRST** (not waitlisted course)
2. Click SWAP tab under “Enroll”
3. Select the course from your schedule that you want to drop if you get into a waitlisted course
4. Enter the Class Number of the waitlisted class OR use the search button to find the waitlisted class you want to add
5. Waitlist for your preferred class and Finish swapping

You must first be enrolled in an open class and then set up a SWAP with your waitlisted course. Once you are enrolled in open courses, select the SWAP tab under Enroll:

![Swap a Class and Select Term](image)
Select the course you want to drop and the course you want to add:

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

**Swap This Class**

- **Select from your schedule**: PRA 419: Entertainment Mktg & Promotion

**With This Class**

- **Search for Class**: [Class Search]
- **Enter Class Nbr**: [Enter]

Click the “Waitlist if full” check box and click Next:

**Swap a Class**

1. **Select a class to swap**

   - **Enrollment Preference**
     - **Wait List**: [Wait List if class is full]
     - **Permission Nbr**: [Enter]
     - **Units**: 2.00

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<th>Component</th>
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<th>Room</th>
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<td>TBA</td>
<td>Hugh Blake</td>
<td>08/29/2016 - 12/17/2016</td>
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Confirm that your choices are correct then click “Finish Swapping.” If you get in off the waitlist, you will be automatically dropped from your indicated class and added to the other.

Waitlist How-to Guide:
If you decide to add yourself to the waitlist without setting up a SWAP, follow these steps:
When you click search for a course and there is a yellow triangle under “Status,” that means the course has a waitlist. Click “Select” to see course details:

When you click select, you will be able to see course details, including the total class capacity and the waitlist total. Click “Select Class” to add the class to your shopping cart and continue enrolling.
Click “Wait list if class is full” to add yourself to the waitlist of a class.

Click “Select Class” to add to your shopping cart.

Mark the Waitlist check box.

Then click Next.
Click “Finish Enrolling” to continue enrollment and add yourself to the waitlist:

A green check mark indicates that you have successfully completed the enrollment process and the Message confirms that you have been added to the waitlist:

Click “Finish Enrolling” to add yourself to the waitlist.
Under My Class Schedule, you will see the waitlisted course and your waitlist position. Below, the student is waitlist position 9:

My Class Schedule

Select Display Option  ○ List View  ○ Weekly Calendar View

Fall 2016 | Undergraduate | Chapman University

Class Schedule Filter Options
- Show Enrolled Classes  - Show Dropped Classes  - Show Waitlisted Classes

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</tbody>
</table>
**Waitlist/SWAP FAQ’s**

**What is the first and last day to get on a waitlist for a class?**
Students can add themselves to waitlists when their enrollment appointment or open enrollment begins. The last day to get on a waitlist will be the Thursday before the start of term.

**Is there a maximum number of units for which students can waitlist?**
Yes, students can waitlist for up to 21 credits at a time within a term. This cannot be overridden.

**Can students waitlist for more than one section of the same class?**
Yes, students can add themselves to the waitlists for multiple sections of the same class, with the following stipulations:

- Students will be enrolled into the first section that has an open seat. They cannot select a preference for which section they will be enrolled into.
- Once enrolled in one of those class sections, students will be automatically dropped from the other waitlisted sections of that course.
- If students are already enrolled in another section of a class they want to waitlist, they should use the SWAP feature to enroll in an open section and waitlist for the waitlisted section.
- If already enrolled in a lecture and lab combination, students cannot be waitlisted for alternate lab sections, unless they are also attempting to get onto a waitlist for a different lecture section.

**What is a class is waitlisted but has open seats that are reserved?**
If students don’t meet the criteria for reserved seats in a course, they can add themselves to the waitlist. Students must still meet the criteria for the course itself. In the example below, 10 seats are reserved, so there is a waitlist for students who meet the criteria for the course (Econ 200) but not for the reserved seats (reserved for transfer students):

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**BUS 215 - 01  Legal Environment of Business**  
Chapman University  |  Fall 2016  |  Lecture

**Class Details**
- **Status**: Open
- **Class Number**: 9450
- **Session**: Semester
- **Units**: 3 units
- **Class Components**: Lecture Required

**Meeting Information**
- **Days & Times**: T u Th 10:00AM - 11:15AM
- **Room**: Beckman Hall 211
- **Instructor**: Yvette Jolly
- **Meeting Dates**: 08/29/2016 - 12/17/2016

**Enrollment Information**
- **Enrollment Requirements**: Take ECON-200

**Class Availability**
- **Class Capacity**: 35
- **Enrollment Total**: 25
- **Wait List Capacity**: 100
- **Wait List Total**: 37

**Notes**
- **Class Notes**: 10 seats for incoming transfer students

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**The class appears open**

**Students who don’t meet the criteria for reserved seats (transfers) can add themselves to the waitlist.**

**But the 10 available seats are reserved**