

Crummer Waitlist FAQ's

How do I add myself to the waitlist for a closed section?

Students who meet all course prerequisites or restrictions may add themselves to the waitlist by going to [FoxLink](#). Add and Drop classes and choosing Waitlist from the 'Action' menu. If you do not meet the prereq requirements, you will not be able to register for the course.

How does waitlisting work?

Students who attempt to register for a full/closed section may add their names to the waitlist for that section. If a seat in the section becomes available, notice will be sent to the Rollins email address of the student at the top of the waitlist, who will have 24 hours to login to [FoxLink](#) and register for the course.

The open seat will be reserved solely for the student at the top of the waitlist: no other student may register for the seat during the 24-hour time period. If the student at the top of the waitlist does not add the class within the 24-hour period, the student will be removed from the waitlist and the next student on the list will be notified.

How often does the waitlist process run?

The waitlist process is open when registration opens, and notifications will be sent during the registration time period except during published dates when the notifications will be turned off.

Are students who sign up for a waitlist guaranteed a seat in the class?

No, there is no guarantee that even one seat in a class will become available for students on a waitlist. For this reason, students should register for a full schedule, so you do not appear to be under-enrolled for financial aid purposes, and so you aren't desperately searching for a replacement course at the beginning of the semester. If you do receive the waitlist notification, you can then drop another course to take the new one.

What are the chances that one or more seats will become available for students on the waitlist for a class?

Chances of getting a seat in a closed class vary but are better for students who are in position one or two on the waitlist. However, even students in position one on the waitlist may not be offered a seat. Students on a waitlist should not assume that a seat in the class will become available and should register for a full schedule.

How are students on a waitlist prioritized?

Waitlists for most classes are prioritized on a first-come, first-served basis. That is, the first student signing up for the waitlist will be offered the first available seat in the section.

Can students avoid the waitlist for a closed class by asking the faculty member for a registration override?

No, it would not be fair to students on the waitlist if other students could bypass the list altogether. Waitlisting means that students no longer need to request that their names be added to a waitlist.

How do seats become available in a section with a waitlist?

A seat in a closed section becomes available when a registered student drops the class or when the enrollment limit is increased.

Is there a way for students to know their position on a waitlist?

Students may view their waitlisted classes by viewing their class schedule in their FoxLink. A student in position 1 (one) on a waitlist is next in line if a seat becomes available. A student in position 1 (one) will move into position 0 (zero) if a seat becomes available. The student will receive notification that a seat has become available and will have 24 hours from the time the notification was sent (not received) to log in and register. You can see what number on the waitlist you are by going into Foxlink/registration/schedule details/ (click on arrow next to class)/waitlist position:#

What happens if a student at the top of the waitlist does not respond and accept an open seat within 24 hours of receiving an email notification?

A student who is offered an available seat and does not respond/accept within the 24-hour window will be dropped from the waitlist and the seat will be offered to the next student on the list. For this reason, students should monitor their **Rollins email** accounts, especially if they are close to the top of a waitlist.

Is there a limit to the number of waitlists to which students may add their names?

At this time, there is no limit; however, students who have the need to waitlist for three or more courses should contact crummerregistrar@rollins.edu for assistance.

What if a student waitlists a class and later decides they are no longer interested?

As a courtesy to other students, it is expected that students will drop themselves from the waitlists of any sections they no longer plan to take.

May a student waitlist a class that has a time conflict with another course?

Yes. Although they may not **register** for sections with time conflicts, students may add themselves to waitlists that have time conflicts with other registered or waitlisted sections. If the student is notified that a seat is available in the waitlisted section, the student must first drop the conflicting course before adding the waitlisted course.

Is there a limit to the number of seats available for waitlisting in in a section?

Waitlist maximums may vary by course but remember that only a few waitlisted students are likely to be offered seats in any given class section. Students should not assume that a seat in a waitlisted class will become available especially if you are not toward the top of the list.

If a student on a waitlist receives notification of an available seat and has a registration hold, would the student be able to be registered for the waitlisted course?

No, registration holds must be cleared prior to any registration activity, including waitlist activity. Registration holds typically include an outstanding account balance (student account services), missing transcripts (registrar) or judicial/deans hold. You will want to resolve your holds BEFORE you get any notification.

If a student on a waitlist receives notice of an available seat and accidentally drops the class, may the student get into the waitlisted class?

As long s the student is within the 24-hour window, the student may add the class by going in and “Add or Drop Classes” link in [FoxLink](#).

If a student drops a waitlisted course after receiving a notice that a seat became available, would the student be able to get into the waitlisted class?

Please be aware that by dropping a waitlisted class after receiving notice would be considered as a declined response, and the opportunity would be given to the next student in line on the waitlist.

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