All About Waitlists

If students want to register for a course, but the course is already full, they usually have the option to put themselves on a waitlist (WL) via the online UCD Access system. WLs require the students to be proactive and monitor their schedules carefully.

Automatically moving from the waitlist to the “enrolled” list

- From the beginning of course registration through the end of the first week of classes, whenever enrolled students drop out of a full course, students on the WL are automatically added to fill the space. For example, if a student is #1 on the WL, and someone drops, #1 will automatically be enrolled. Everyone else on the WL then moves up one step.
- Another way for students to get enrolled from the WL through the first week of classes is if the department determines to open up more seats. For example, if the department opens 5 more seats, then the first 5 people on the WL are automatically enrolled.

Still on the waitlist on the 1st day of class?

- If students are still on the WL on the first day of the class, they are encouraged to go to class and participate. Sometimes the instructor will address the WL issues during the first class. If not, students should approach the instructor after the first class to ask about the likelihood of becoming enrolled. If it is an online class, students should be able to login beginning this first day. Students are then encouraged to email the instructor to ask about the WL.
- Students may still drop courses during the first week of the semester without being charged drop fees, thus allowing WL students to become automatically enrolled.

Still not enrolled in the course at the end of the 1st week of the semester?

- At the end of the first week of the semester, the WLs are dissolved. This means that all students still sitting on the WL after the first week of classes will automatically be dropped – completely. The course will no longer appear on their schedules.
- Once the WL is dissolved, it is at the instructor’s and (for College of Arts & Media courses) College’s discretion to allow additional students into the course. There is no requirement that instructors and the College have to let in additional students. Allowing additional students requires careful assessment of multiple factors.
- For Fall 2013 College of Arts & Media courses (music, theatre/film, visual arts), students should request permission to add the course as soon as possible, filling out part I of a Schedule Adjustment Form (SAF) and giving it to the instructor. Blank SAFs are available in Arts 177. The instructor reviews the request and, if she/he gives preliminary approval, signs and dates the SAF. The SAF should then be submitted to the CAM Dean’s/Advising Office in Arts 177 as soon as possible and no later than Tuesday, September 3. If the College gives final approval, a Dean/Advisor signature and date is added to the SAF, and the student will be notified at her/his university-assigned email address that final permission has been granted and that the signed SAF is ready for pick-up from Arts 177. To add the course, the student must submit the signed/approved Schedule Adjustment Form to the Service Center (North Classroom 1003) by 5pm on Wednesday, September 4. If the College determines not to approve adding the course, student will be notified at her/his university-assigned email address.
- For courses outside the College of Arts & Media, the add policy may be different. Please consult your instructor for information and next steps.

Additional important information

- If you are waitlisted but then decide that you no longer want to take the course, be certain to drop the course through the UCD Access system by the first week of the semester and print out a new copy of your schedule. If you do not drop and then (without realizing it) automatically move from the waitlist to being enrolled – and then never attend the course – you will end up with an “F” at the end of the semester, and you will be assessed tuition for the course.
- Please contact CAMadvising@ucdenver.edu with any questions.