

## Georgia State University REGISTRATION WAITLISTS & RESERVED SEATS Frequently Asked Questions

### **What is a registration waitlist?**

Georgia State University offers a waitlist option on some full courses. When a seat becomes available in a section (either because a registered student drops or new seats are added to the section), then the student(s) at the top of the waitlist will receive a message sent to their official student email address (xxxx@student.gsu.edu) indicating that they have 24 hours to register for the section.

### **Will being on a waitlist guarantee me a seat?**

Being on a waitlist does not guarantee you enrollment in a section. If many others are ahead of you on the waitlist, then it is unlikely that you will get a seat in the course. You should consult with academic advisors and the university catalog to determine which course are most appropriate for your academic program. Always have multiple course options available if possible when you build your schedule.

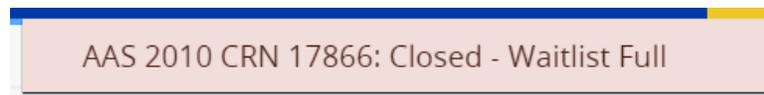
### **How do I know if a course section includes a waitlist?**

Course sections with waitlists will include "Waitlisted" as an additional registration action, along with "Web Add" and "Remove", in the PAWS registration summary area. You will also see one of the following page alerts if you try to register for a section with a waitlist.

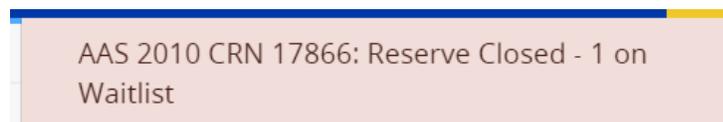
**Section full/waitlist spots available:** If you attempt to register for a full course with a waitlist, you will see an alert that indicates how many students are currently on the waitlist.



**Section full/waitlist full:** There are typically a limited number of seats on a waitlist. When it is full, you will see the following alert:

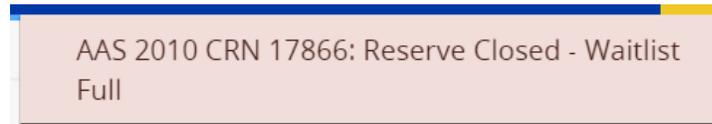


**Reserved seats/waitlist spots available:** When a CRN includes a block of seats reserved for certain student groups (e.g., Freshman Learning Community students) and there are open spaces on the waitlist, you will see the following alert:



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**Reserved seats/waitlist full:** When a section includes reserved seats and the waitlist is full, you will see the following alert:



### How do I add myself to a waitlist?

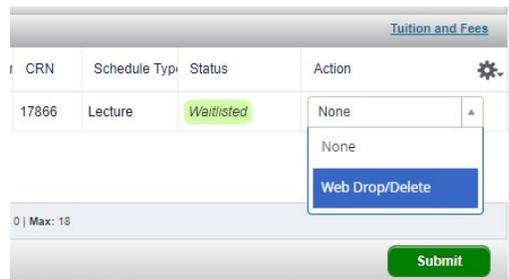
Select the "Waitlisted " action from the PAWS registration summary area and click the Submit button.



You will need to meet all course prerequisites, restrictions, and special approvals to be able to add yourself to a waitlist. Waitlisted courses will not count toward your maximum hours.

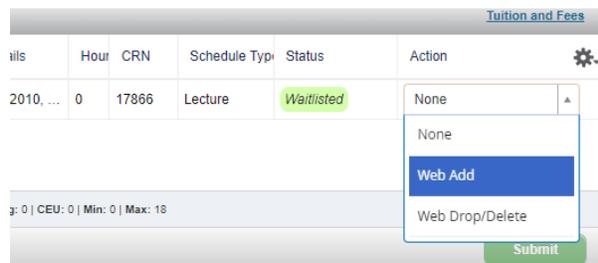
### How do I remove myself from a waitlist?

If you are on a waitlist and decide that you want to remove yourself from it, select the "Web Drop/Delete" action from the PAWS registration summary area and click the Submit button.



### How do I register for a waitlist seat after I receive an email notification?

Select the "Web Add" action from the PAWS registration summary area:



### What if I miss the 24-hour registration period?

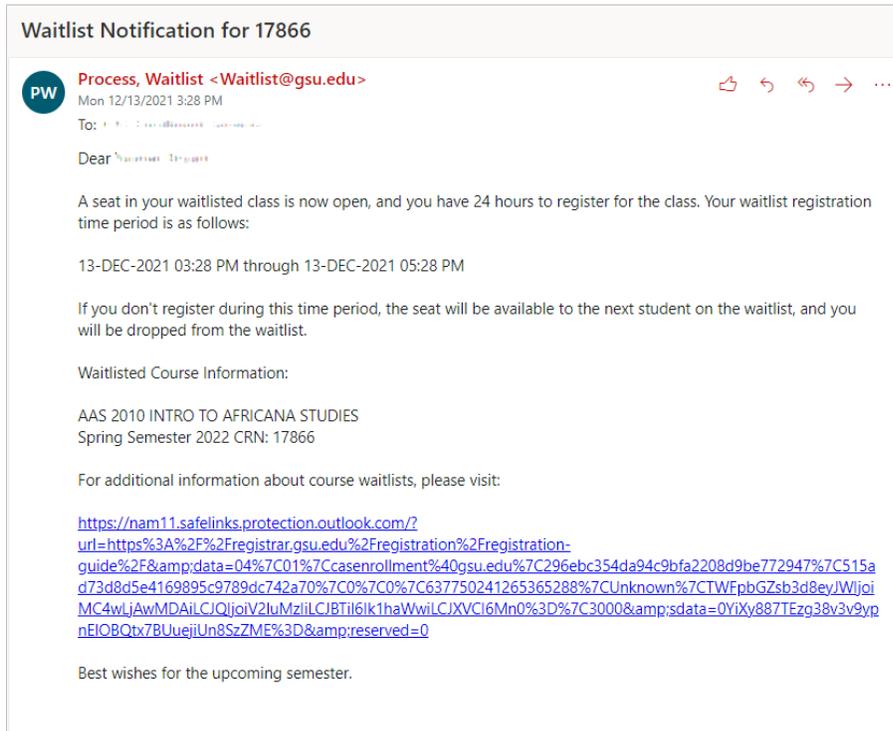
If you aren't able to register during the 24-hour period provided for those at the top of the

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waitlist, the next student on the waitlist will have an opportunity to register for the available seat. If you are still interested in registering for the section, then you will have to re-add yourself to the waitlist for the course.

### What information is in the waitlist notification email?

The email from the university will be similar to the following:



### How is the waitlist order determined?

Graduating students are typically moved to the start of the waitlist. Otherwise, the waitlist order is based on when a student adds themselves to the waitlist.

## RESERVED SEATS

### What are reserved seats?

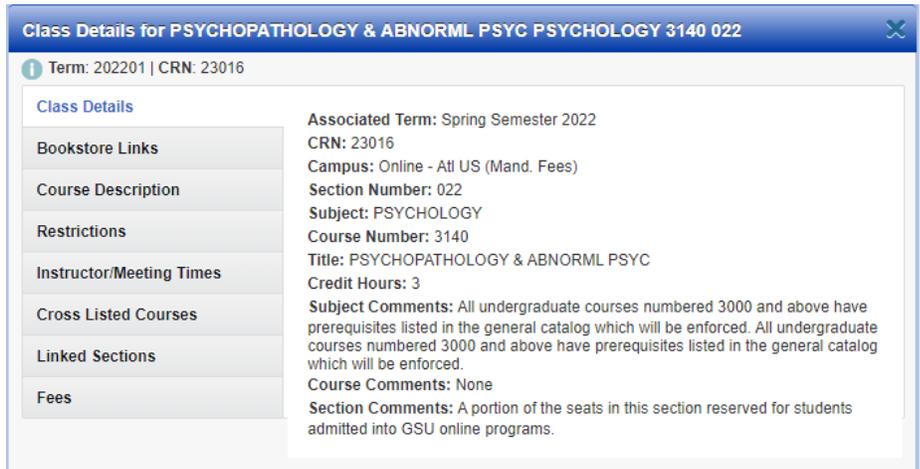
When there is a need to set aside a specific number of seats in a course section for a designated group (e.g., Freshman Learning Community students, GSU online program students, Success Academy students), then the university has the ability to restrict registration for these seats. Typically, this is why a section may appear to be open, but students are not able to register successfully. In such cases, one of the alerts listed above will appear.

### How do I find out why seats are reserved in a specific section?

When reserved seat alerts appear in PAWS, then it is very important that students check the section comments for additional information (e.g., "A portion of the seats in this section reserved for Freshman Learning Communities"). To access section comments, first click on the

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course title. In the Class Details box that then appears, there may be Subject, Course, or Section Comments. Reserved seating info will appear in the Section Comments area.



**Class Details for PSYCHOPATHOLOGY & ABNORML PSYC PSYCHOLOGY 3140 022**

Term: 202201 | CRN: 23016

<b>Class Details</b>	Associated Term: Spring Semester 2022
<b>Bookstore Links</b>	CRN: 23016
<b>Course Description</b>	Campus: Online - All US (Mand. Fees)
<b>Restrictions</b>	Section Number: 022
<b>Instructor/Meeting Times</b>	Subject: PSYCHOLOGY
<b>Cross Listed Courses</b>	Course Number: 3140
<b>Linked Sections</b>	Title: PSYCHOPATHOLOGY & ABNORML PSYC
<b>Fees</b>	Credit Hours: 3

**Subject Comments:** All undergraduate courses numbered 3000 and above have prerequisites listed in the general catalog which will be enforced. All undergraduate courses numbered 3000 and above have prerequisites listed in the general catalog which will be enforced.

**Course Comments:** None

**Section Comments:** A portion of the seats in this section reserved for students admitted into GSU online programs.

### Can I get on a waitlist for reserved seats?

If the section with reserved seats includes a waitlist and the portion that is not reserved is full, then students can add themselves to available slots on the waitlist. If seats are later shifted from reserved to non-reserved, then those at the top of the waitlist will have a 24-hour time window to register for the available seats.