

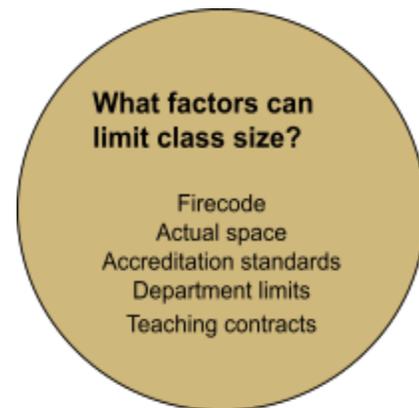
CMCI Faculty: Waitlists

What is a Waitlist and how does it work?

Courses have limited space in them! A waitlist allows students to “wait in line” to get into a full class. In order to be enrolled in the class from the waitlist, someone has to drop the course.

Here is more information for faculty on the Registrar’s website:

[Class Waitlists | Office of the Registrar | University of Colorado Boulder](#)



- 1) Let the waitlist do its job
- 2) Don’t agree to let students in based on conversations with students— the department chair will reach out to you if we need you to add students
- 3) Send students to their advisor if they need more information about how not getting in will impact degree progress (and email the waitlist email if you want to share your perspective or let advising know about a WL student case).

***** Your student Roster: Enrolled students vs. Waitlisted students**

The student roster in MyCUInfo or Campus Solutions will show you most clearly which students are enrolled vs. on the waitlist. Here are instructions so you can see the enrollment status of your students; [Class Rosters | Office of the Registrar | University of Colorado Boulder](#)

What to say to students who ask if they will get in:

Say- “The department chair works closely with CMCI Advising about the waitlists for CMCI courses. Waitlists are organized to allow students who most likely NEED the course to graduate from CMCI on time into the course first.”

If pressed or specific circumstances are shared with you- “I will send an email outlining your situation. Be sure to work with your academic advisor to discuss all your course plan options.”

What you can do:

- **If a student seems to have a complex situation** that you would like to be considered, please email cmCIFacultywaitlist@colorado.edu with the **student’s name, the course number and section, and provide information about the student’s situation.**
- **Share these resources with students:** [How Waitlists Work - Google Docs](#).
 - Students: [check your waitlist position](#) in Buff Portal and also in your shopping cart in the CU Boulder Class Search.

What **NOT to say** to students who ask if they will get in:

- I am happy to add you to my class
- Your advisor can add you to my class
- There is plenty of space, sure.
- You are enrolled in my class (don't use roster in Canvas. Use the MyCUInfo or Campus Solutions roster to clearly see enrolled and waitlisted students- *****instructions provided above**).

Faculty may increase the size of their course in consultation with the Chair. However, faculty **should not select** students to be enrolled or discuss with a student their chances of being enrolled off the waitlist.

A note on class attendance:

While taking attendance is important, attending your class while on the waitlist **does not mean** a student is more deserving of being enrolled; **many things impact whether students are able to attend a class they are waitlisted for.**

Waitlist order or “resequencing”

Waitlists can be resequenced based on; a) first come/first serve basis, b) on the number of credit hours each student has, or c) by major.

- If a waitlist is first come/first serve, you have to wait for someone to drop the class to get in.
- If a waitlist is by credit hours or major, someone with more credit hours than you will move ahead of you when they join the waitlist. The same happens if a student in that
- major joins the waitlist (and you are not in that major).

Add/Drop: If a student drops your course during the “Add” period, the student with the highest priority (determined by credit hours/major) will be automatically enrolled in the course and will be notified by the Registrar. After the ADD deadline, the waitlist will no longer automatically enroll students into your course if another student drops. If there is a spot open in your course at this time, please email CMCi Advising (cmciadvising@colorado.edu) to enroll a student into the course.

WAITLIST student FAQ

How can I tell if I should waitlist for a class?

You should only waitlist if the class is required and needs to be taken in that semester or the next semester. This may be the case if the class is part of a course sequence and cannot be delayed because it will impact graduation or if the course is only offered one semester per year.

- For required/major courses: consider if the class needs to be taken that term. If you're not sure, contact your advisor.

- For CMCI CORE: core classes can be completed at any time before graduation. If you can't get into your desired core class, target a different requirement for that term and take the desired class in a later semester. There are multiple course options for CORE requirements, so you might also look for a different course that fulfills the same requirement.
- For Electives: look for an alternate course.
- *TIP:* You can waitlist for a *preferred* class and also register for a backup class. Use drop-if-enrolled if there is a time conflict or if you are trying to get into a preferred section of the same class.

What are my chances of getting off a waitlist?

Getting into a class depends solely on whether or not enough students drop that section of the course. You can make an educated guess about your chances by looking at how many spaces are available in the class (you can see this information in Class Search), and if it's reasonable that that many students would drop. We often see about 10% of the class size enrolled in the class from the waitlist.

- *Example:* If the class total is 150 students and you're #15 on the waitlist, you might have a chance. If the class total is 30 students, and you're #12 on the waitlist, then there's almost no chance at all.
- *TIP:* If you have to waitlist, it is crucial to always choose the shortest waitlist that you possibly can.

The Lecture shows that it has open seats but I am waitlisted:

If you're waitlisted for a course with a recitation, you can't actually be enrolled in either part of the class until you get into the recitation. If the Lecture shows open seats there should also be an open recitation. If you cannot find an open recitation that works with your schedule, choose the shortest *recitation* waitlist.

- *NOTE:* The registration system will not allow you to enroll in a class AND waitlist for another section of the same class, or another class at the same time unless you use the Drop if Enrolled function on the registration page. Learn more about how to set this up on the [Registrar's Website for Drop if Enrolled](#)

When is the Last Day that I can get off of a waitlist?

Waitlists usually close on the 2nd Wednesday of the semester. See the [Registrar's academic calendar](#) for the exact date. If you didn't get in by then, you will NOT get into the class.

- *TIP:* If you remain on the waitlist until it closes you may be eligible to use [Course Reservation](#) to get priority registration for the class the next semester it is offered (either fall or spring). Course Reservation is not automatic. Students must submit their request during the course reservation window (posted in the academic calendar)

Should I attend a class I am waitlisted for?

Yes, it is advised to attend all of your classes, both waitlisted and enrolled. For waitlisted courses, your instructor will let the class know if more students will be added or if the course is truly closed.

- *NOTE:* Instructors cannot always see which students in their class are registered and which students are waitlisted. Rely on the information in your Buff Portal to verify whether or not you are waitlisted or registered.