**Class Wait List Video Script**

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| 00:00:00 [Beginning of Video] |  |
| 00:00:01 Female voice: | You may have heard about class wait lists, but you may not be aware of how they work or to enroll into a class that uses a wait list. |
| 00:00:10 | A class wait list is a list that students can join if the class is full or closed and wait for open seats in the class. You can join a class wait list during your registration process. As you are enrolling into a course, if you notice that a course is full or closed, you have the option of selecting the wait list button on the course registration page to be included on the wait list for the course. |
| 00:00:36 | Not all courses use wait lists. If you do not see the option for enrolling in a wait list for the class, you should contact the Academic apartment. |
| 00:00:47 | After you have added the class as the wait list, the class will appear as wait listed on your schedule. |
| 00:00:55 | You can see this designated with the orange triangle. |
| 00:01:05 | It is important to remember that if you are on a class wait list, you are not enrolled in that class and those wait list hours do not count towards total credit hours enrolled. |
| 00:01:16 | This is important to remember when you’re thinking about your Financial Aid eligibility. For example, let’s look at this class schedule. Most Financial Aid eligibility is based on a full course load of 12 credit hours. So, say that you’re enrolled in 9 credit hours. |
| 00:01:34 | And wait listed for 3 credit hours. |
| 00:01:37 | As you can see here, in wait list position 1 status waiting. You would not receive your Financial Aid at the scheduled time of disbursement because you are only officially enrolled in 9 credit hours. Those wait listed hours do not count towards total credit hours enrolled. |
| 00:01:55 | Therefore, consider enrolling in back up courses so you’re able to meet the credits needed to receive Financial Aid disbursement on time. It’s important to plan your back up courses with your advisor to ensure you’re only taking courses that count towards your degree completion. |
| 00:02:12 | After you’ve added yourself to the class wait list, you will need to routinely check your standing in the wait list by logging into your Student Center and consulting the list view of your class schedule as you can see here. |
| 00:02:27 | The wait list position will be listed numerically. This is the position you’re in line to be enrolled in the class if a student drops the class. |
| 00:02:37 | We advise students to check your wait list standing once a day until the beginning of the term. This is to ensure that you’re aware of your wait list standing. |
| 00:02:48 | Your standing in the class wait can change daily based on enrollment for that course. If added to a course from the class wait list, the Office of Registration and Records will notify you via your BGSU email account within 24 hours. |
| 00:03:05 | It is your responsibility to review your class schedule for accuracy prior to the start of the term. You can add yourself to a wait list prior to classes beginning of for the term. |
| 00:03:15 | The wait list system will attempt to enroll students through the last day to add classes without college permission deadline. Typically, the end of the first week of classes. |
| 00:03:25 | You will only be enrolled in a class from a wait list if you meet all course and credit eligibility requirements. Let’s review the waitlist eligibility requirements so that you are aware of them when registering for courses. |
| 00:03:39 | Requirement number one, you will not be added to a course from the wait list if you are already registered in a different section of that course. Let me repeat that. You will not be added to a course from the wait list if you are already registered in a different section of that course. Requirement number two, you will not be added to a course from the wait list if enrollment in that course creates time conflicts in your schedule. Number three, you will not be enrolled in a course from the wait if you do not meet the pre-requisites for that course. If you have permission to be enrolled in that course from the Academic department, the department will need to manually enroll you in a class when a spot becomes available. |
| 00:04:30 | Number four, you will not be enrolled in a course from the Wait List if enrolling you in the course will take your schedule over 18 credit hours. To enroll in over 18 credit hours, you will need approval from your college office. |
| 00:04:46 | And number five, if you are Wait Listed for multiple sections of the same class, all other sections will be dropped as soon as you are enrolled in one of the Wait Listed sections. |
| 00:04:58 | Students on a wait list are encouraged to attend the first day of the class even if they are not officially enrolled. This is because enrollment priority may be given to students who are on the wait list but have attended class. When you are in the process of registering or waiting to be added to a class from a wait list, all questions should be directed to the Academic department. For more information about class wait lists, please visit the wait list website. |
| 00:05:25 [End of Video] |  |