



## Wait List

---

### Accessing Your Wait List

1. Go to **my.purchase.edu**.
2. Click on **myHeliotrope** and login with your Purchase College ID and password.
3. Click **Faculty Services**.
4. Click **My Courses**.
5. Click **Wait List**.
6. Select the term of the wait list you are looking for and click **Submit**.

### Select Term

← | [Home](#) > [Faculty Services](#) > [Term Selection](#)

Select a Term:

Select the course and click Submit.

### Select a CRN

← | [Home](#) > [Faculty and Advisors](#) > [My Courses](#)

CRN:

### Using Your Wait List

The Wait List page has three sections: Course Information, Enrollment Counts, and Summary Wait List.

#### Course Information

[History of Art Survey I \(Ancient through Medieval\) - ARH 1010 0](#)

CRN: 40037

Duration: Aug 25, 2014 - Dec 20, 2014

Status: Active



## Wait List

The Course Information section shows you the course title, course reference number (CRN), and the duration and status of the course. Clicking on the course title will bring up expanded information about the course, such as course attributes, credits, and any meeting times. Clicking on the CRN will expand the Summary Wait List section to the Detail Wait List, which shows the majors and other academic information of each student on the Wait List one page.

If you select either of these, you may return to the Wait List page by clicking Return to Previous at the bottom of the screen.

Enrollment Counts			
	Maximum	Actual	Remaining
<b>Enrollment:</b>	3	3	0
<b>Wait List:</b>	3	1	2
<b>Cross List:</b>	0	0	0

The Enrollment Counts section shows you the enrollment max (Maximum) for the course, the number of students currently registered for the course (Actual), and how many seats are remaining in the course (Remaining).

It also shows the maximum number of students who can be on the Wait List, the number of students currently on the wait list, and how many spots on the Wait List remain. You can view the students enrolled in the course by clicking Enrollment. You may then navigate back to the Wait List from that page by clicking Wait List.

If the course is cross listed, this section will also show you the enrollment numbers for the cross-listed section of the course.

Summary Wait List						
Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Notification Expires
1	<a href="#">West, Lauren</a>	A00010080	Waitlist	Undergraduate	0.000	

[Return to Previous](#)

The Summary Wait List section shows you the students who are registered for the course. From this section, you can view expanded student information by clicking on the student's name.

The student's Wait List position appears in the first column to the left of the student's name. When a spot opens in a course, the first student on the Wait List will receive an email stating that they have 24



## Wait List

---

hours to register for the course. After that 24-hour period, if the student has not registered, they will be removed from the Wait List and the next student in line will be offered the spot in the class.

If a student misses their opportunity to register for an open spot and is taken off the Wait List, they will need to re-add themselves to the Wait List through online registration.

If you would like to give a student permission to register for your class from the Wait List, you can click on their name to select them, and then navigate to **Course Overrides** from the **Faculty Services** menu. Please see the Course Overrides guide for more information about applying Course Overrides.

If you have any questions about wait lists that are not answered here, please contact The Registrar's Office.

