

Welcome to Waitlisting at New York Tech!

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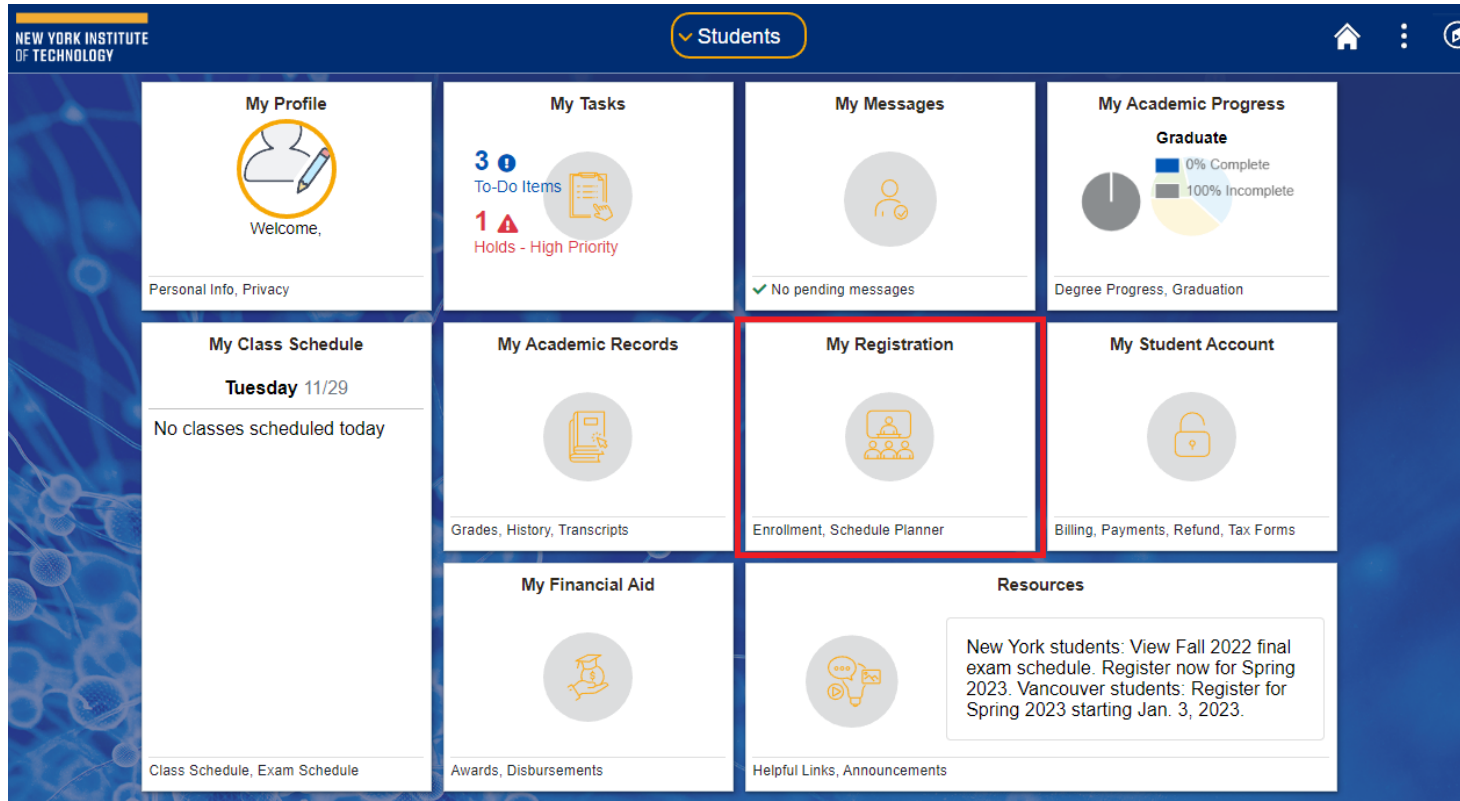
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What is Waitlisting?

Waitlisting is a process of electronically signing up for a closed class. Once a seat in the class is available, the first student on the waitlist will be enrolled in the class automatically. The second student on the waitlist will be moved up to the first position and so forth. Please be aware that enrollment through waitlisting is not guaranteed due to seat availability or registration errors.

How to Waitlist a Class

1. Log in to the Student Service HUB and click on the My Registration tile:



- Search for a class in Class Search and Enroll. Alternatively, you can search in Schedule Planner to make sure that a class with the waitlisted option fits into your schedule. If a class is offered for waitlisting, its status will be displayed as “Wait List.”

Class Search
Course Information

Spring 2023

- View My Classes
- Enrollment Appointments
- Schedule Planner
- Shopping Cart
- Class Search and Enroll**
- Drop Classes
- Swap Classes
- Browse Course Catalog
- Enroll by My Requirements

MATH 260
Calculus III

★ [Add to favorite courses](#)

▶ **Course Information**

▼ **Class Selection**

Select a class option ⓘ Selected Filters 2 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Semester	Lecture - M01 - Class Nbr 1115	01/23/2023 - 05/20/2023	Monday Wednesday 9:00AM to 11:00AM	Guiliano Global Ctr., Rm. 405	Vitaly Katsnelson	Open Seats 3 of 25
2	Wait List	Regular Semester	Lecture - W01 - Class Nbr 2014	01/23/2023 - 05/20/2023	Tuesday Thursday 2:00PM to 4:00PM	Anna Rubin Hall, Rm. 304	Baole Wen	Waitlist Available Places 10 of 10

3. Select a class to waitlist and follow the steps. In step 1 click Next:

Exit
Class Search and Enroll

Next >

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1 **Review Class Selection**
Visited

2 **Review Class Preferences**
Not Started

3 **Enroll or Add to Cart**
Not Started

4 **Review and Submit**
Not Started

Step 1 of 4: Review Class Selection

You have selected

MATH 260 Calculus III

Option Status Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - W01 - Class Nbr 2014	Regular Semester	01/23/2023 - 05/20/2023	Tuesday Thursday 2:00PM to 4:00PM	Waitlist Available Places 10 of 10

4. In step 2 click the Yes button and accept the selection.

Exit
Class Search and Enroll

< Previous

Spring 2023
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1 **Review Class Selection**
Complete

2 **Review Class Preferences**
In Progress

3 **Enroll or Add to Cart**
Not Started

4 **Review and Submit**
Not Started

Step 2 of 4: Review Class Preferences

MATH 260 Calculus III

Lecture - W01 - Class Nbr 2014 - Wait List

Add to waitlist if class is full? i Yes

Accept

5. In the next step choose to enroll or add to shopping cart and click Next.

Exit
Class Search and Enroll
⋮

< Previous
Next >

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1

Review Class Selection
Complete

2

Review Class Preferences
Complete

3

Enroll or Add to Cart
Visited

4

Review and Submit
Not Started

Step 3 of 4: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

Enroll
 Add to Shopping Cart

6. In the last step click Submit.

Exit
Class Search and Enroll
⋮

< Previous

Spring 2023
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1

Review Class Selection
Complete

2

Review Class Preferences
Complete

3

Enroll or Add to Cart
Complete

4

Review and Submit
Visited

Step 4 of 4: Review and Submit

You have selected to enroll in

MATH 260 Calculus III

Option Status: Wait List

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - W01 - Class Nbr 2014	Regular Semester	01/23/2023 - 05/20/2023	Tuesday Thursday 2:00PM to 4:00PM	Waitlist Available Places 10 of 10

▶ **Class Preferences**

Submit

7. You are now waitlisted in a class. You will be given a waitlist position number:

Students Confirmation

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- View My Classes
- Enrollment Appointments
- Schedule Planner
- Shopping Cart
- Class Search and Enroll**

✓ **MATH 260 - Calculus III**
Class 2014 is full. You have been placed on the wait list in position number 1.

Return to Keyword Search Page

8. The waitlisted classes will display in View My Classes and My Schedule:

Students View My Classes

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- View My Classes**
- Enrollment Appointments
- Schedule Planner
- Shopping Cart
- Class Search and Enroll
- Drop Classes
- Swap Classes

By Class By Date

Printable Page Show Enrolled Classes Show Waitlisted Classes Show Dropped Classes

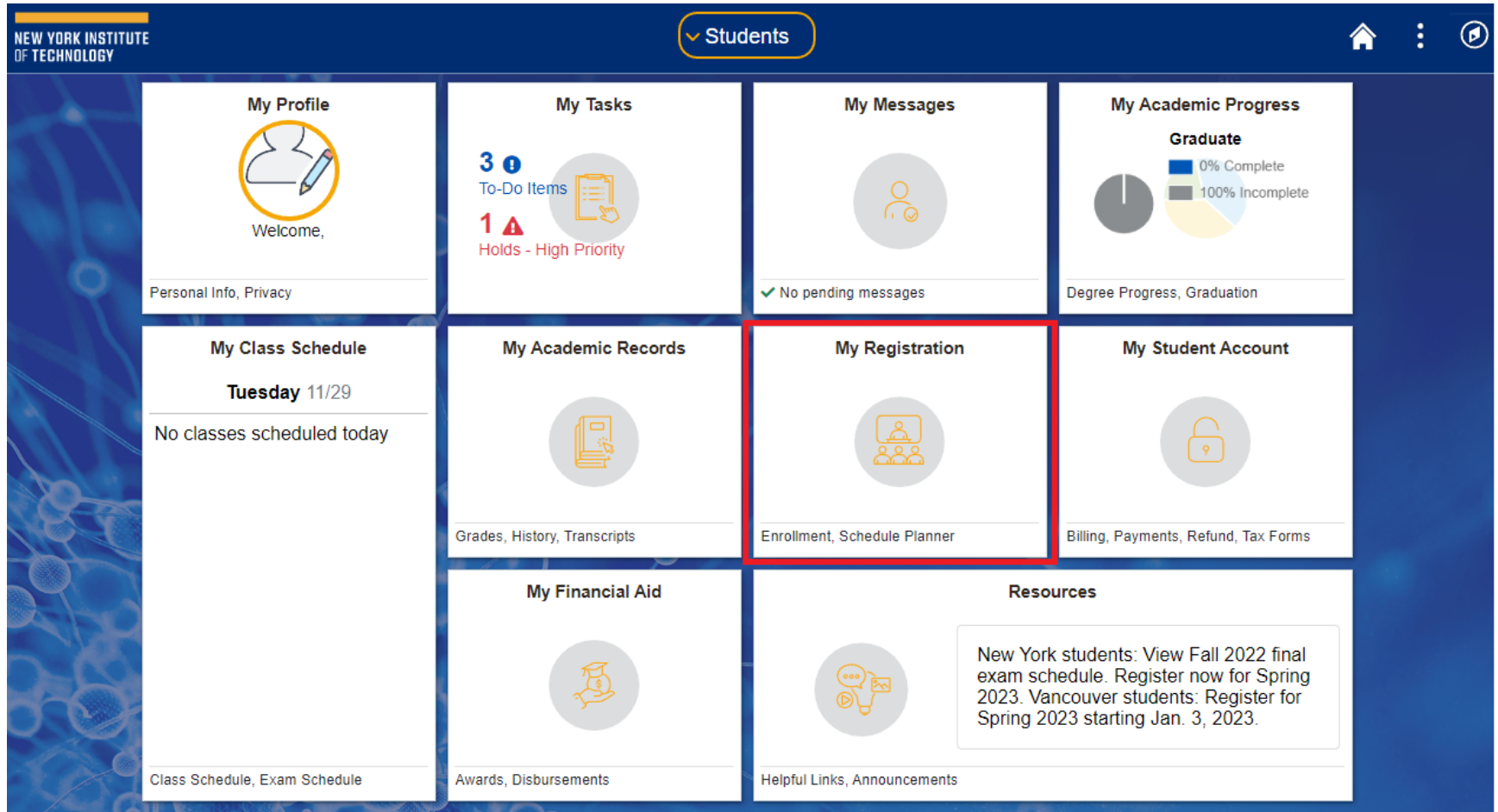
▼ **MATH 260 Calculus III**

Status	Waitlist Position	Units	Grading Basis	Grade	Description	Requirement Designation
Waiting	1st	4.00	Graded		Ugrd College of Arts & Sci	

Class	Start/End Dates	Days and Times	Room
Lecture - W01 - Class Nbr 2014	01/23/2023 - 05/20/2023	Days: Tuesday Thursday Times: 2:00PM to 4:00PM	Anna Rubin Hall, Rm. 304

How to Drop a Waitlisted Class

1. Log in to the Student Service HUB and click on the My Registration tile:



2. Select Drop Classes:

Students View My Classes

Spring 2023 Undergraduate

View My Classes | By Class | By Date

Printable Page Show Enrolled Classes Show Waitlisted Classes Show Dropped Classes

MATH 260 Calculus III

Status	Waitlist Position	Units	Grading Basis	Grade	Description	Requirement Designation
Waiting	1st	4.00	Graded		Ugrd College of Arts & Sci	

Class Start/End Dates Days and Times Room

Lecture - W01 - Class Nbr 2014	01/23/2023 - 05/20/2023	Days: Tuesday Thursday Times: 2:00PM to 4:00PM	Anna Rubin Hall, Rm. 304
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[Enrollment Deadlines](#)

3. Follow the steps. Step 1 – select a waitlisted class to drop and click Next.

Exit Drop Classes

Next >

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1 Select Classes to Drop Complete

2 Review Classes to Drop Not Started

Step 1 of 2: Select Classes to Drop

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	Lecture - W01 - Class Nbr 2014	MATH 260 Calculus III	Tuesday Thursday 2:00PM to 4:00PM	Anna Rubin Hall, Rm. 304	B. Wen	4.00	Waiting

4. Step 2 – drop the class.

Drop Classes

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1 Select Classes to Drop
Complete

2 Review Classes to Drop
Visited

Step 2 of 2: Review Classes to Drop Drop Classes

Class	Description	Days and Times	Room	Instructor	Units	Status
Lecture - W01 - Class Nbr 2014	MATH 260 Calculus III	Tuesday Thursday 2:00PM to 4:00PM	Anna Rubin Hall, Rm. 304	B. Wen	4.00	Waiting

5. You will see confirmation on the next page.

Confirmation

Spring 2023
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- View My Classes
- Enrollment Appointments
- Schedule Planner
- Shopping Cart
- Class Search and Enroll

✔ **MATH 260 - Calculus III**
This class has been dropped.

6. If you would like to swap to or from a waitlisted class, choose Swap Classes and follow the steps.

What Happens Next?

Once a space opens in a class, you will be enrolled automatically. You will receive an email about successful registration.

Is There a Catch?

You can waitlist if the following is true:	You have no holds.
	You have satisfied a prerequisite (or enrolled in a course that is a prerequisite to the waitlisted course) if the waitlisted course requires one.
	You have a department consent if the waitlisted course requires one.
You can waitlist but won't be able to enroll if the following is true:	You are already enrolled in the same course and trying to swap to another section.
	The waitlisted class has a time conflict with another class in your schedule. The best practice is to build your schedule in Schedule Planner to make sure that there is no time conflict with your currently enrolled classes, import the schedule to the shopping cart, and waitlist a class from the shopping cart.
	You are repeating the waitlisted course more than twice.
	You are trying to exceed the allowable credit limit of 18 credits per semester (students in the BS/DO program are limited to 21).
Once a space opens in a class, the waitlist process won't be able to enroll you if the following is true. In this case, the process will bypass your record and enroll a student in the next waitlist position.	There is a hold on your record. This may happen if you have waitlisted a class but then subsequently got a hold on your record.
	You did not satisfy a prerequisite. This may happen if you have waitlisted a class but then subsequently failed a prerequisite.
	You do not have a department consent. This may happen if the department consent has been removed from your record.
	You are already enrolled in the same course.
	You have a time conflict with another class.
	You are repeating a course more than twice.
	You will exceed the term limit of 18 credits (21 for BS/DO).
Can the students not waitlisted in the class, enroll in this class?	No. Enrollment in a class with the waitlist option is limited to the waitlisted students only.
Can I hold my waitlist space forever?	No. All waitlist requests will be purged on the first day of a semester.

Questions?

Please reach out to registrar@nyit.edu or advising@nyit.edu with any questions you may have. We are happy to help!