

Wait List Quick Guide

Overview

The wait list functionality allows students to place themselves within a virtual queue for classes that are currently full. Some classes may be listed as full despite having seats available – these seats are typically reserved for specific groups of students (NSO, seniors, major-related reasons, etc.).

- Once you have looked at the wait list, place a check mark next to Show Enrolled Classes to return to the view of the classes you are enrolled in. Directions are found at the end of this guide.

Locate Wait List Position

Each night, the system checks for open seats and adjusts the wait lists accordingly. A student can view their position on the wait list by following the below steps.

- Click the **Classes** tile after logging into your account at student.msu.edu.
- The Manage Classes page will appear, with a series of navigation items located on the left; click the option labeled **View My Classes** and select the appropriate semester.

By Class

☐ Show Enrolled Classes
 ☒ Show Waitlisted Classes
 ☐ Show Dropped Classes

By Date

▼ LB 144 Biology I: Organismal Biology

Status	Waitlist Position	Units	Grading Basis	Grade	Academic Program	Requirement Designation
Waiting	11th	4.00	Undergraduate Graded		Lyman Briggs Undergrad	

Class	Start/End Dates	Days and Times	Room
Class Comp Laboratory - Class Sect 004 - Class Nbr 17666	09/01/2021 - 12/12/2021	Days: Wednesday Times: 1:50PM to 4:40PM	Holmes Hall C4
Class Comp Lecture - Class Sect LEC2 - Class Nbr 17674	09/01/2021 - 12/12/2021	Days: Tuesday Thursday Times: 10:20AM to 11:40AM	Holmes Hall E26A

Enrollment Deadlines

- To view wait listed classes, select the **Show Wait listed Classes** checkbox. For the example below, this student is currently 11th in the wait list line.

Important Reminders

- A student placed in a wait list is not guaranteed enrollment.
- It is the student's responsibility to keep track of their wait list position, as the system does not notify students when they become enrolled, are denied entry or when their position changes.
- Enrollment status (full-time vs. part-time) is determined only by enrolled credits, not wait listed credits.
- No enrollments will occur from the wait list any later than the fifth day of class.
- If a student has a time conflict, it will move to the next person on the wait list to fill the vacant seat.
- The **Swap Classes** option should be used when a student desires to switch to a different section of the same class. See the [Waitlist Functionality – Swapping Classes](#) video for more details.
- You can remove yourself from the wait list the same way you drop a class on the **Classes** tile.



Return to Enrolled Classes View

To leave the Show Waitlisted Classes view, check the Show Enrolled Classes box, and uncheck the Show Waitlisted Classes box.

Manage Classes

View My Classes/Schedule

Class Search & Enroll

Drop Classes

Swap Classes

Class & Exam Calendar

Shopping Cart

Planner

Enroll by My Requirements

By Class

☒ Show Enrolled Classes ☐ Show Waitlisted Classes ☐ Show Dropped Classes

▼ IAH 201 U.S. & The World (D)

Status	Units	Grading Basis	Grade	Academic Program
Enrolled	4.00	Undergraduate Graded		James Madison College

Class	Start/End Dates	Days and Times
Class Comp Lecture - Class Sect LEC1 - Class Nbr 11967	08/28/2023 - 12/10/2023	Daus: Monday Wednesd Times: 8:30AM to 9:50A
Class Comp Recitation - Class Sect 006 - Class Nbr 12084	08/28/2023 - 12/10/2023	Daus: Friday Times: 1:50PM to 2:40PM