

# 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.).

## 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.

1. Click the **Classes** tile after logging into your account at [student.msu.edu](https://student.msu.edu).
2. 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.
3. To view wait listed classes, select the **Show Wait listed Classes** checkbox. For the example below, this student is currently 11<sup>th</sup> in the wait list line.

The screenshot shows a web interface for managing classes. At the top, there are two tabs: "By Class" (selected) and "By Date". Below the tabs are three checkboxes: "Show Enrolled Classes" (unchecked), "Show Waitlisted Classes" (checked and highlighted with a red box), and "Show Dropped Classes" (unchecked). Below this is a dropdown menu for "LB 144 Biology I: Organismal Biology". A table below shows the student's waitlist position. The first row of the table has columns: Status, Waitlist Position, Units, Grading Basis, Grade, Academic Program, and Requirement Designation. The second row shows: Waiting, 11th, 4.00, Undergraduate Graded, Lyman Briggs Undergrad. Below this is another table with columns: Class, Start/End Dates, Days and Times, and Room. The first row shows: 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. The second row shows: 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. At the bottom left, there is a link for "Enrollment Deadlines".

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

## 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.