

The Office of the Registrar and University Information Systems are happy to announce that self-service waitlisting will be available through Highlander Pipeline for Fall 2013 registration. Self-service waitlisting allows you to place yourself on a waitlist for a closed class, monitor your position on the waitlist and, when a space becomes available, register yourself in the class. Of course, all pre-requisites must still be met and there must be no time conflicts.

A step-by-step tip sheet will soon be posted on the Registrar's web page at [www.njit.edu/registrar](http://www.njit.edu/registrar).

## Waitlist FAQ

**What classes will have self-service waitlisting available?** Most courses will have waitlists available. For those that do not have a waitlist, you may contact the offering department for more information.

**How will I know if a class has self-service waitlisting available?** Using the Banner Self-Service Course Search, find your desired course and view the sections being offered. In this view, there are columns showing the Waitlist Capacity (WL Cap), Waitlist Actual (WL Act) and Waitlist Remaining (WL Rem).

**How do I place myself on a waitlist for a closed class?** At your designated registration time, log in to Banner Self Service. Click 'Registration' and then click 'Add or Drop Classes.' Enter the CRN of the course in which you desire to register and click the 'Submit Changes' button. If the class is full and waitlisting is available for the class, you will see Registration Add Errors with a status of 'Closed – 0 Waitlisted.' (It may say 1, 2, or 3, etc. Waitlisted depending whether a waitlist has already begun). Select the Action of 'Waitlist' and click the 'Submit Changes' button. As long as the waitlist has not reached capacity, you will be placed on the waitlist.

**Can I place myself on the waitlist for two sections of the same course?** No, you may be on the waitlist for only one section of a course.

**Can I register in one section of a course and then place myself on the waitlist of a more desirable section?** No, you can only be registered or waitlisted for one section of a course.

**How do I get registered in the class?** If a space becomes available in the class and you are at the top of the waitlist, an email will be sent to your njit.edu email account. The email will state that a space is available and that you have 24 hours to log into Pipeline and register for the class. If you do not log into Pipeline within 24 hours and register for the class, the system will drop you from the waitlist and notify the next student that a space is available. It is very important that you monitor your email account closely if you have placed yourself on a waitlist.

**How can I see my position on the waitlist?** Your 'Student Detail Schedule' will show your waitlist position.

**What if I miss the email and the 24 hour deadline?** You are dropped from the waitlist if you miss the deadline to register. You may place yourself back on the waitlist.

**Do waitlisted classes count toward full-time/part-time status?** No, waitlisted courses do not count toward full-time/part-time status. If you receive financial aid, it will be very important to make sure that you are fully registered in the number of credits needed for your award.

**What happens if no spaces open and I'm still on the waitlist?** In early August, if you are in this situation, you will be contacted and reminded to register for another class. Unfortunately, placing yourself on a waitlist does not guarantee registration in the class.

Sincerely,

Michael E. Maysilles, Registrar