PATH Guide to Automated Waitlisting for Students

What is Automated Waitlisting?

Automated Waitlisting allows for students to add themselves to a waitlist and be notified when a seat becomes available for a course that is currently closed. When a seat opens in a course that has a waitlist, a notification email is sent to the W&M email account of the first student on the waitlist. The open seat is reserved for that student for the time outlined in the student's notification email. If the first student takes no action or fails to register for the open seat during their notification window, they will be dropped from the waitlist and the next student on the waitlist will be notified of the open seat. **Please note that not all courses will have an automated waitlist available.**

General Waitlist Guidelines

- A waitlist is not available for all courses
- The waitlist operates on first come, first served basis
- Being on a waitlist for a course **does not guarantee** that you will be offered a seat in that course
- You are never automatically registered in the course from the waitlist. **You must take action in PATH registration** when you are notified of an open seat
- If you do not register within the notification window, you will be dropped from the waitlist and the next student will be offered the open seat
- Some registration restrictions are not enforced at the waitlist level (time conflicts and corequisites); however, those restrictions will be enforced if you are offered a seat and attempt to register for the course
- **Do not contact the instructor for a max capacity override.** The maximum capacity override is not available

How to Register for a Waitlist in PATH

1
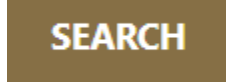
In PATH, select Login in the upper right, and authenticate with your W&M credentials

2

Enter the term and search for courses by subject, CRN, course attribute, or other criteria under the advanced search filters.

3 **Select a course to view the course details panel**
You may need to choose a specific section from the **All Sections** widget at the bottom of the course details panel

Take note of any registration restrictions like instructor approval required, pre- or co-requisites, social class restrictions, etc.
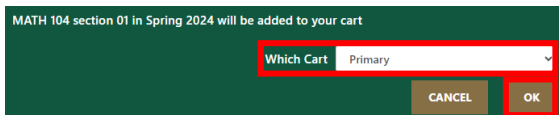
4 **Identify Courses with a Waitlist**
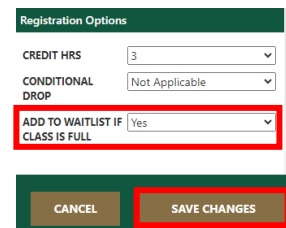Courses offering a waitlist will be identified in PATH

- Search for a course and select a specific CRN to open the course details panel
- **Waitlist Total: # of #** will appear in the top section if a waitlist is available
- This indicates that a waitlist is available, the number of students currently on the waitlist, and the total number of students allowed to waitlist the course

MATH 104   Math Powered Flight
Section 02, CRN 11132
Last Updated 2/14/2024, 12:27:33 PM
3 Credit Hours
Maximum Enrollment: 51 / **Seats Avail:** 0
Waitlist Total: 0 of 50
Grade Mode: Standard Letter

⑤ Select Add to Cart, choose the Primary Cart, then select OK

MATH 104 section 01 in Spring 2024 will be added to your cart
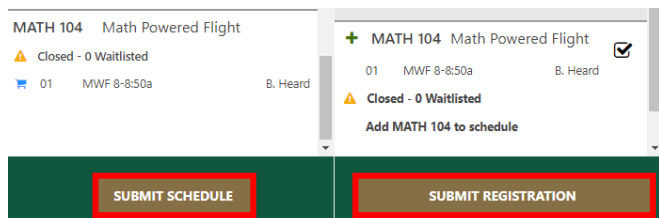
Which Cart Primary

CANCEL   OK

⑥ Edit Registration Options
Select Yes from the Add to Waitlist if Class is Full drop-down, and then select Save Changes

Registration Options

CREDIT HRS   3
CONDITIONAL DROP   Not Applicable
ADD TO WAITLIST IF CLASS IS FULL   Yes

CANCEL   SAVE CHANGES

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⑦ Select Submit Schedule, then Submit Registration

MATH 104   Math Powered Flight
⚠ Closed - 0 Waitlisted
🛒 01   MWF 8-8:50a   B. Heard

➕ MATH 104   Math Powered Flight   ☑
01   MWF 8-8:50a   B. Heard
⚠ Closed - 0 Waitlisted
Add MATH 104 to schedule
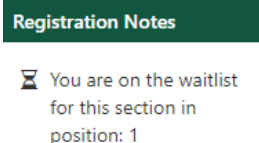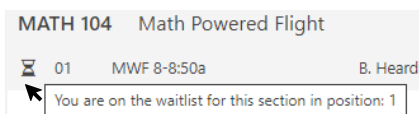
SUBMIT SCHEDULE   SUBMIT REGISTRATION

When waitlist registration is successful, PATH displays **"You have been added to the waitlist for this class"** An hourglass symbol also appears next to the course in your primary cart

◀ Registration Results   📅

⌛ MATH 104   Math Powered Flight
01   MWF 8-8:50a   B. Heard
➡ You have been added to the waitlist for this class
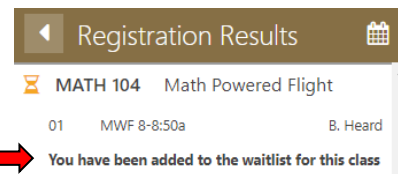
ℹ **Waitlist Position:** Use your cursor to hover over the hourglass symbol in your primary cart or review the Registration Notes on the course details panel for the course to see your waitlist position

MATH 104   Math Powered Flight
⌛ 01   MWF 8-8:50a   B. Heard
You are on the waitlist for this section in position: 1

Registration Notes

⌛ You are on the waitlist for this section in position: 1


✉ **Responding to a Waitlist Notification**

If you are offered a seat from the waitlist, you will receive an email from regwaitlist@wm.edu. **You must take action in PATH to register for the course. Students are not automatically registered into courses.**

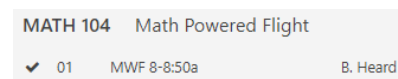When you receive a notification and you wish to add the course:
- Login to PATH and select your Primary Cart
- Select Submit Schedule and then Submit Registration

Course Status
SEARCH
RESET
▶ COURSE ATTRIBUTES
▶ ADVANCED SEARCH
Carts
PRIMARY CART
Select a Cart

HIST 161   History of South Asia
✔ 01   TTh 3:30-4:50p   C. Zutshi
PHIL 100   Critical Questions in Philosophy: Freedom
✔ 03   TTh 2-3:20p   J. Goldwater
MATH 104   Math Powered Flight
⌛ 01   MWF 8-8:50a   B. Heard

Registration is open.
➕ MATH 104   Math Powered Flight   ☑
01   MWF 8-8:50a   B. Heard
Add MATH 104 to schedule

SUBMIT SCHEDULE   SUBMIT REGISTRATION

Success! PATH displays "This class has been modified" and displays a green check mark

✔ MATH 104   Math Powered Flight
01   MWF 8-8:50a   B. Heard
This class has been modified
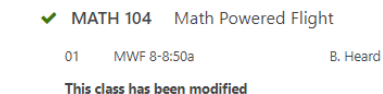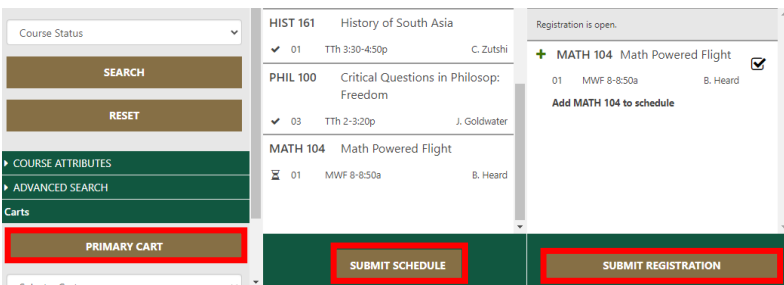
In the Primary Cart, registered courses have a black check mark in the left corner

MATH 104   Math Powered Flight
✔ 01   MWF 8-8:50a   B. Heard


⚠ **REMEMBER!**
- <u>All</u> course restrictions will be enforced when you attempt to fully register for the course
- **You must register yourself from the waitlist when you receive a notification. No one can register for you!**
- Notification windows cannot be extended – make sure you take action while the seat is saved for you!

Removing Yourself from a Waitlist

Select your Primary Cart, select the waitlisted course, and select Remove from Cart. Confirm the removal by selecting OK. PATH will confirm with a pop up.

✔ Removed AMES 250   ✖
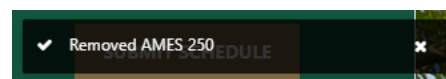
As a courtesy to other students, please remove yourself from a waitlist when you are no longer interested in the course.