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COE Waitlist Policy

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If you have attended at least one quarter here at DePaul, you will know that classes tend to fill up rather quickly. It can be tedious, but you have to plan ahead for this. Regardless, it is likely to happen at one point in your career, though fortunately we

Waitlist is a feature that is available on some classes in Campus Connection. If a class is full, but has a waitlist, you can add yourself to the waitlist and as seats open up, students on the waitlist will be automatically enrolled. When you add yourself to the waitlist, you are given a position number. Students are enrolled in open seats based on their position number. The lower the number, the higher your priority.

1.) To add yourself, log in to Campus Connection.

2.) Select the Self Service Option.

3.) Select Enroll, which will bring you to Add Classes.

4.) Once you've found the class you're looking for, hit Select Class. (Note: You will know if a class has a Waitlist available, as long as there's an orange triangle next to Status.)

5.) After you've selected the class, click on the box next to "Add to waitlist if available. "Then click Next, then click Finish Enrollment.

6.) If you've been added, you will be given a confirmation of your waitlist addition, which includes your position number on the list.

The requirements for being added to the Waitlist are as follows: 1.) You must have an enrollment appointment, 2.) You must meet the requisites for the class, 3.) The waitlist must be available for that class, and 4.) You will not be able to waitlist if you have any registration holds.

There are some exceptions, too. If you are student teaching next quarter or this particular quarter is the last time a course is offered before your intended graduation, then you should add yourself to the electronic waitlist and then contact your advisor immediately.

The Swap Function
The Swap function allows you to swap a class you are currently enrolled in for a different one. If you are currently enrolled in a different section of the same course or in a class that has a time conflict with the waitlisted course, using the Swap feature will automatically replace the enrolled course with the desired waitlisted one when a seat becomes available. You can use the Swap function after you are successfully enrolled in your second choice class. To set up this feature follow this path:
Go to Campus Connection > Student Center > Academics > Course Cart > Enroll > Swap
Once you have reached the Swap page, select the Term you are enrolling in and continue to the next page. Select the class from your current class schedule you wish to swap, and continue to the next drop down box to choose the desired class you want to get in to.

For more information, please consult:

http://offices.depaul.edu/depaul-central/student-resources/faq/Pages/waitlist-waitlist.aspx