Q&A
Using the Waitlist Feature

What is a waitlist? Students who attempt to register for a course that has already reached capacity (is closed), will be given the option of putting their name on a waitlist. If a student who is enrolled in the course decides to drop it, the system will grant permission to register for the course to the first student on the waitlist and send an email to the @buffs.wtamu.edu address alerting that there is a space available.

How is priority given to students on the waitlist? Students are placed on the waitlist on a first come, first serve basis.

Once notified of an available seat in a course, how long does a student have to get registered for that seat? The email the student receives will give them the exact time and date that their permission to register for that section will expire. It is set to allow until 11:59 pm on the third day after the permission to register is granted and the email is sent.

What if I don't read my WTAMU student email and the waitlist deadline in my email has passed? Students are encouraged to actively use their WTAMU student email as this is the only official means of communication used by the University. If you know that you are on a waitlist for a course, you need to be checking email watching for this type of notification. Once your deadline passes, another student is given permission to register and that seat is no longer available to you. You may place yourself back on the waitlist but at the bottom of the list.

Is there a limit to the number of courses a student can waitlist? Although a student is not limited to the number of different courses for which they can be waitlisted, a student may only be placed on the waitlist for one section of a course. For example, A student can be on the waitlist for ENGL 1301-02, MATH 1324-05 and HUMA 1315-70 BUT he cannot be on the waitlist for ENGL 1301-01, ENGL 1301-02 and ENGL 1301-05.

A student may register for a section of a course but be on the waitlist for their preferred section of the same course. For example, a student is registered for ENGL 1301-01 but they really want in ENGL 1301-05 and have waitlisted for section 05.

I cannot register myself on Buff Advisor, what do I do? If you have an issue which prevents you from enrolling via Buff Advisor, you may contact the Office of the Registrar to enroll you in the course. As long as you don't have a hold on your records which prevents registration completely, we can assist you in enrolling. Call the Office of the Registrar at (806) 651-4911 and be sure to mention that you received an email that you have permission to enroll in one of your waitlisted courses.

I have changed my mind about a course, how do I get off the waitlist? You can choose "Manage My Waitlist" from the Student Menu on Buff Advisor. Once there, you will see a list of the courses on your waitlist. From the dropdown box you can choose "Remove from List" and the course is removed.

In the past I could go to the instructor and get a "blue card" to get into a closed class. Is this no longer an option? Blue cards will be written for students only in an extreme instance that is easily justifiable. One example might be

that the student is a senior and needs the class to graduate. Blue cards will continue to be used for overriding other things such as instructor consent or prerequisites.

How do I know how many students are on the waitlist in front of me? When you use Search and Register for classes, it has a status column that tells you a class is either open or closed. If a class is closed and has a waitlist, you can check the column with the heading "Available/Capacity/Waitlist". The last number tells you how many students are currently on the waitlist. That will give you an idea of how far down you will be if you add yourself to the waitlist at that time.

Can I put a course on my waitlist that has a time conflict with another course for which I am registered? Yes. The system allows this. If you are given permission to register for a waitlisted course, you must first drop the other course that conflicts before registering for your waitlisted section. Keep this in mind when registering and be prepared to make that decision should it arise.

If you have a special circumstance where you have been given by one professor to be a few minutes late to a class due to a small overlap of times on classes, you must bring a blue card from that instructor which indicates that the time conflict can be overridden to the Office of the Registrar and we can override you into the course from the waitlist. Keep in mind that you must act quickly in these instances before your permission to enroll expires (3 days) or the seat will be offered to the next student on the waitlist.

I am on a waitlist for a class but have discovered that there is another section of the same course that is open and will work, what do I do? You may register for the course that is available but need to remove yourself from the waitlist for the other course. By removing yourself from the waitlist, you allow others who truly need that course to be better served if a space becomes available.   Example, You enrolled in POSC 2305-70 an online course because it was full, but you discovered there is another online section, POSC 2305-71, that is open and want to get into it. (NOTE: A professor who notices this can also make contact with the student to let them know this is an option. The Office of the Registrar can assist in this process and enroll students in alternate sections.)

When do waitlists close for semesters and what do I do then? Waitlists will close approximately 5 days prior to the first class day of a given semester. Students on a waitlist at that time will be sent an email at their @buffs.wtamu.edu account alerting them. At that point, students must seek permission to enroll in closed classes by contacting the faculty or department and obtaining a "blue card". The "blue card" is then submitted to the Office of the Registrar where you will be enrolled into the course.