FAQ - What do I do if I am waitlisted for a course?

If you are waitlisted for a course, you are not an official member of the class and will not receive credit. It is the student’s responsibility to contact the instructor for any course for which he or she is waitlisted. You may contact the instructor by email or in person.

How do I know I am waitlisted?

Go to My.Westminster/Academics Tab/ Registration and Course Search
Select the correct term and view your schedule.

NOTE: You can’t register for another course that meets at the same time as a waitlisted course, so you have to drop the waitlisted course first.

How do I get off the waitlist?

1 - The instructor of the course has to grant online capacity authorization in order for you to add the course.

2 - Follow this procedure once authorization has been granted (or if you just want to drop the waitlisted course):

   a – Click on Add/drop to go to the registration screen

   b – Look at the waitlisted courses at the bottom of the page.

   (go to next page)
What if this doesn’t work?

If you don’t get an error message, but the steps above don’t seem to be available, Click on Drop next to the waitlisted course and “leave Selected Waitlist”, then add the course the way you added any other course. If you are authorized, you will be able to add it.