

Psychology Department: Important Information about Waitlists

A. How to Add Yourself to a Waitlist

Select	CRN	Subj	Crse	Sec	Rst	Cred	Title	Days	Time	Cap	Act	Rem	Wait
SR	12102	PSYC	344	A 0		4.000	Research Methods (LEC)	MW	04:40 pm-05:40 pm	236	227	9	
C	12104	PSYC	344	A01	R	0.000	Research Methods (DIS)	F	09:40 am-10:40 am	20	16	0	W
C	12107	PSYC	344	A02	R	0.000	Research Methods (DIS)	F	09:40 am-10:40 am	20	16	0	W
SR	29597	PSYC	344	A03	R	0.000	Research Methods (DIS)	F	09:40 am-10:40 am	20	19	1	W
C	29598	PSYC	344	A04	R	0.000	Research Methods (DIS)	F	09:40 am-10:40 am	20	20	0	W
C	30721	PSYC	344	A05	R	0.000	Research Methods (DIS)	F	09:40 am-10:40 am	20	20	0	W

- Courses that have a blue [W](#) in the far right column have a waitlist. If the course has seats remaining ([SR](#)), register right into the course (Section 29597). Waitlists do not become active until the class is full.
 - If the course has more than one lab section (i.e. PSYC 344 Research Methods (DIS)), then each lab section will have its own waitlist. Waitlist yourself for the one lab section that you prefer.
 - Remember when you accept an invitation to register, that you should register for **both** the **lecture** and **discussion** section.
- **DO NOT TRY TO SWITCH SECTIONS** of a course or lab you are waitlisted for. Doing so will drop you from the waitlist and when you waitlist again you will be at the bottom of that waitlist.
- You **CANNOT** trade sections. You stay in the section you registered for or you can add yourself to the bottom of the waitlist for a different section.
 - In the example above, section [12104](#) does not have seats available even though it appears that way. In this case, do not drop yourself from the waitlist and attempt to register for this section. The reason why it appears there are seats available is because students on the waitlist received an invitation to register for the course and a seat is available **ONLY** for the students at the top of that wait list. They will have 18 hours to respond, if they do not an email is sent to the next student on the waitlist.
- Registering for a waitlist works the same exact way as registering for any other classes – except it requires a few more clicks!
 - When you try to register for a closed course, you will get an error message that says **“Closed Section”** and this is perfectly normal.
 - Next to this message, you will also see a drop down menu (under **“Actions”**).
 - Click on the drop down menu and hit **“Waitlist.”** Then, press **“Submit Changes”** located on the bottom of the page.
 - Then, you will see a confirmation message that says **“Waitlisted.”** You’re now waitlisted for that course!
- After you have signed up on the waitlist, confirm that you are properly placed on the waitlist by going to Student > Registration > Registration History and you will see something like this:

26163 PSYC 344 Research Methods 0.000 Undergraduate Waitlist Apr 20, 2020

Note that the course does not bear any credits (since you are waitlisted) and that it says **“Waitlist on Date.”*

B. Ultra-Important Things to Know about Waitlists:

- Check your email **every 12 hours** to see if you have received an email from the registrar that says that a seat has become available. You have 18 hours to add yourself to the course from the time you received the email (not when you open the email). If you do get the email, you **must** add yourself to the course on BU Brain by going to **“Add or Drop Courses”** and selecting **“Register”** from the same drop down menu as when you were signing up on the waitlist.
- Putting yourself on the waitlist does not mean that you are guaranteed a spot OR you are enrolled.
- If you get an email offering you a seat in the course that you no longer want to take, please drop the course as soon as possible so that other students are able to enroll.

Each department has a different way of implementing waitlists, so please contact your department directly if you have any questions regarding waitlists.

Best of luck with registration!