



Office of the Registrar

Waiting list process

Waiting list (hereafter - WL) is a new functionality for high demanded classes (Math courses, History of Kazakhstan, etc.) which is developed to help students to reserve a place in full classes. WL is used for online registration only.

WL process:

- During the registration, courses with WL functionality will have a note “Waiting list is available” (in students’ interface):

Registration for Fall 2014

Registration status: **Open** Registration hold: **No** Instructions on registration:

Kazakh language level: **Upper-Intermediate** Advising status: **Changed - no request sent**

Adviser: **Mark Lawrence** Enrolled credits: **8** [Go to Selected Courses](#)

Course Filter: School: [dropdown] Course Title: [input] [Reset Filters](#)
Instructor: [dropdown] [Show All Courses](#)
Subject: [dropdown]

Class Meetings: Mon Tue Wed Thu Fri Sat Sun

Code	Course title	Credit Hours	Note
MATH 401	Abstract Algebra I	3	OPEN
KAZ 212	Academic Kazakh	3	OPEN
ECON 402	Advanced Macroeconomics	3	OPEN
CHEM 311	Advanced Organic Chemistry I	3	OPEN
CHEM 312	Advanced Organic Chemistry II	3	OPEN
ANT 306	Anthropology of Performance	3	OPEN

MATH 161 Calculus I **Waiting List is available** [Add to Selected Courses](#)

Course Information:
Breadth: n/a
Description: The placement into the course requires Pre-calculus Math 160 or ALEKS score 75 or above

Course Requirements:
Prerequisites: Pre-Calculus MATH 160 (C- and above) OR ALEKS with score of 100-
Corequisites: -

If the student tries to register for the full class with WL functionality, then the system will ask “Would you like to be placed on Waiting list?”



- Clicking “Yes” button, the student confirms his/her placement to the WL and WL-classes will appear on the schedule (the color will be yellow, while standard classes are colored in green). The system message will show the capacity of WL and in which half the student is (first/second).
- Being placed on the waiting list DOES NOT mean the student is registered for the course. S/he will not appear in the class roster while being on the WL.
- The student can’t register for any other course that has a time conflict with the WL-classes.
- WL-course’s credits are counted towards the overall number of enrolled credits.

- Dropping the WL-course is the same as dropping the usual course - by clicking on "X" in the "Registration for courses" module.
- Once there is a place in the class, the first student in the WL sequence will be registered automatically and an automatic email will be sent.
- The student's schedule is considered as incomplete until it has waiting courses, thus the student can not send his/her schedule for adviser's approval.
- To avoid playing with places WL sequence (sequence order of students) is not available.
- If the WL is already full, the system will inform the student about that.
- Schools reserve a right to switch off a working WL of any course without prior notification. In this case, all students on WLs will be dropped automatically and the corresponding email will be sent.
- "Extra place" exceptions ARE NOT available for courses with WL functionality. Even if the student gets all required signatures and submits the "Extra place" form, they will be processed only starting from August 20th, 2014 (when all WLs will be switched off) and if room's capacity allows more students.

Remember: WL does not guarantee a place in the class. It is a Student's responsibility to understand a risk of not getting a place.

WL functionality will be switched off on August 20th, 2014 at 14:00. All students will be dropped from all WLs at that time.