FAQ’s for Faculty & Staff
Auto-Waitlist Function

Students who are on a course waitlist will be notified via their UM-Flint Student email account as seats become available. Students will have 48 hours from the time of the email being sent to register for the course online in SIS. **If the student does not register within the 48 hours, they will be dropped off the waitlist.***

How will an instructor or a staff member know that a student has been added to a course? Course rosters will be updated as students drop and add just like they have in the past.

When will students begin to see the auto-waitlist emails? Students may start seeing emails telling them a seat has opened up in one of their courses any time after early registration opens. Once a course fills, a waitlist is started. As students begin to drop courses and seats become available the emails will be sent.

How long do students have to make a decision and register for a particular course? As seats become available the emails will be sent to the first student on the waitlist. That student will have 48 hours from the time the email was sent to login to SIS and register for the course.

What information is on the email that is sent? Example below:

Dear Student (XXXXXXX):
A seat has become available in COM 200 01 Intro to Human Communication CRN 22783 for Winter 2015.
If you want to add this class, login to SIS and register for it before 09-OCT-2014 09:30 AM.
If you do not register for this course by the deadline, you will be dropped from the wait list.
If you have questions, please contact the Office of the Registrar at (810) 762-3344.

What happens if the student misses the email and doesn’t get registered? Do they remain on the waitlist? Students who are notified of available seats by email and do not register within 48 hours will be dropped from the waitlist.

If the student is dropped from the waitlist, can they get back on the waitlist? Yes, students who are dropped from the waitlist may place themselves back on the waitlist by entering the CRN on the Add/drop screen, choosing “Waitlisted” from the drop down menu next to the course and submitting the change. It is important to note students who do so will be added to the bottom of the waitlist, not the top.

Can I sign an Add form as we have in the past? No, Add/Drop forms will no longer be used. All adds and drops will be processed online in SIS either through the auto-waitlist function or during the appropriate time (6th – 10th day), with an electronic override from the department.

Can I give a student an electronic override so they can register themselves in the class before the semester starts? No, this is not recommended between the first day of registration and the 5th day of class. Giving overrides will mean that your class will be overenrolled. Remember, students on the waitlist are being notified that they may register, and will likely do so, as seats become available.

If a student is on a waitlist and they don’t get an email alerting them to an empty seat, can they add a course once the semester begins? Yes, students will be able to add courses between the first day of the semester and the add deadline. On the first day of the semester, waitlists will no longer be used. Between the first and tenth day of the semester, students will be able to add online if seats are available. (See FAQ’s for Adding online after 1st day of the semester for more specific information)