FAQ’s for Students
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.***

When would I expect to see an email telling me there is an available seat in one of my courses? 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.

Once I receive an email, how long do I have to make a decision and register for that 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 (XXXXXXXX):
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.

I received the email that states there is an available seat. How do I register? Login to SIS, go to the Add/Drop screen and choose the term. Click the drop down menu next to the course you wish to add and choose “Register on the Web”. Click “Submit Changes”

What happens if I miss the email and don’t get registered? Do I remain on the waitlist? Students who are notified of available seats by email and do not register within the 48 hours will be dropped from the waitlist. A new email will be sent to the next person on the waitlist.

If I am dropped from the waitlist, can I 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, choose “Waitlisted” and Click “Submit Changes”. It is important to note students who do so will be added to the bottom of the waitlist, not the top.

Can I add a course with an Add form and an instructor’s signature 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 with an electronic override from the department.

If I’m on a waitlist and I don’t get an email alerting me to an empty seat, can I 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 information)
FAQ’s for Students
Adding Online Between the 1st day of the Semester and the Add Deadline

At the request of the faculty, beginning with the Winter 2015 semester, the Office of the Registrar will implement new registration features which will allow students to add courses online in SIS during the first 10 days of the semester. These FAQ’s are intended to answer your questions about this new functionality. Please feel free to contact the Office of the Registrar if you have any questions.

Can I add a class once the semester begins? Yes, students will be able to add classes online in SIS, if seats are available.

Will I need an Add form? No, all adds and drops will be processed in SIS.

What is the deadline for adding after the 1st day of the semester? There are two deadlines:
- Day 1 through Day 5 of the semester, students will be able to add classes online if seats are available. No special signatures or overrides are needed during this time.
- Day 6 through Day 10 at 5:00 pm (add deadline) students may add online, if seats are available and the academic department has given an electronic override.

How can I get an electronic override? Students should start by talking with the instructor. The instructor will likely refer students to the academic secretary who will enter the electronic override if approved.

Where can I find specific deadline dates for adding classes when the semester begins? All deadline dates are posted on the Registrar’s website. www.umflint.edu/registrar

Deadlines for the Winter 2015 semester are:
- Jan 6, at 9:00 am – Jan 12, 2015 at 11:59 pm Add online, if seats are available—NO SIGNATURES/OVERRIDES NEEDED
- Jan 13, 9:00 am – Jan 20, 2015 at 5:00 pm Add online with override from the academic dept, if seats are available

I was on the waitlist, can the instructor sign an Add form so I can get registered in the Registrar’s Office? No. Add forms will not be processed beginning with the Winter 2015 semester.