PATH Guide to Automated Waitlisting for Students

What is Automated Waitlisting?
Automated Waitlisting allows for students to add themselves to a waitlist and be notified when a seat becomes available for a course that is currently closed. When a seat opens in a course that has a waitlist, a notification email is sent to the W&M email account of the first student on the waitlist. The open seat is reserved for that student for the time outlined in the student’s notification email. If the first student takes no action or fails to register for the open seat during their notification window, they will be dropped from the waitlist and the next student on the waitlist will be notified of the open seat. Please note that not all courses will have an automated waitlist available.

General Waitlist Guidelines
- A waitlist is not available for all courses
- The waitlist operates on first come, first served basis
- Being on a waitlist for a course does not guarantee that you will be offered a seat in that course
- You are never automatically registered in the course from the waitlist. You must take action in PATH registration when you are notified of an open seat
- If you do not register within the notification window, you will be dropped from the waitlist and the next student will be offered the open seat
- Some registration restrictions are not enforced at the waitlist level (time conflicts and corequisites); however, those restrictions will be enforced if you are offered a seat and attempt to register for the course
- Do not contact the instructor for a max capacity override. The maximum capacity override is not available

How to Register for a Waitlist in PATH

1. In PATH, select Login in the upper right, and authenticate with your W&M credentials
2. Enter the term and search for courses by subject, CRN, course attribute, or other criteria under the advanced search filters.
3. Select a course to view the course details panel. You may need to choose a specific section from the All Sections widget at the bottom of the course details panel.
   
   Take note of any registration restrictions like instructor approval required, pre- or co-requisites, social class restrictions, etc.

4. Identify Courses with a Waitlist
   Courses offering a waitlist will be identified in PATH
   - Search for a course and select a specific CRN to open the course details panel
   - Waitlist Total: # of # will appear in the top section if a waitlist is available
   - This indicates that a waitlist is available, the number of students currently on the waitlist, and the total number of students allowed to waitlist the course.
Removing Yourself from a Waitlist

Select your Primary Cart, select the waitlisted course, and select Remove from Cart. Confirm the removal by selecting OK. PATH will confirm with a pop up.

As a courtesy to other students, please remove yourself from a waitlist when you are no longer interested in the course.