

## PeopleSoft Waitlist 10/23/12

The University has announced that the **WAITLIST FUNCTION** will now be available in PeopleSoft. The waitlist function will:

- Pertain to **undergraduate classes without labs and recitations**
- Start with enrollment for the upcoming spring semester, beginning October 29<sup>th</sup>, 2012
- Allow you to place yourself on waitlists for class sections (without labs or recitations) that are full

### **Some basics about how the waitlist function will work:**

1. As seats become available in classes, a process will run to auto-enroll you into waitlisted classes.
2. The auto-enroll will occur in the order in which students were placed on the waitlist.
3. Waitlisted courses will show up on your class schedule indicating where you stand on the waitlist
4. You will be notified via campus email within 24 hours if you have been successfully enrolled into a previously waitlisted class section

### **Be sure to:**

1. Drop a waitlisted course from your schedule if you no longer want to be enrolled in the course.
2. **See # 12 in the FAQ document linked below to learn about what factors will prevent students from being enrolled in a class while on the waitlist and when you should use the SWAP function when putting yourself on a class waitlist.**
3. Read all of the questions and answers in the FAQ document to get more details on the waitlist function.

To help you better understand the waitlist function, a **Frequently Asked Questions (FAQ) document** [www.registrar.pitt.edu/enrollment\\_waitlisting.html](http://www.registrar.pitt.edu/enrollment_waitlisting.html) has been created by the Office of the University Registrar. Please review this information carefully prior to your enrollment date. In the coming weeks, an instructional video and help sheet will be made available to you through the [my.pitt.edu](http://my.pitt.edu) portal. The video and help sheet will allow you to further understand the waitlist function and process.