Wait List

Students are placed on a wait list when the course section has reached its seat capacity. When a course section (class) fills, you can place yourself on the wait list, but you cannot register in a course and be on a wait list for a different section in the same course that meets at a different time. Choose courses carefully!

If a seat becomes available during registration, wait-listed students will be notified via their student email. Students have 5 days from the day the email is sent to register for the class via connectColumbia. Students who do not register within 5 days will be dropped from the wait list.

Students are not charged for a class until they have registered via connectColumbia or in-person at the Admissions & Records Office. Students are only permitted to be on one wait list at a time in any given subject (i.e., one English 1A section or one Math 101 section, etc.). A student who is enrolled in a section will not be able to add his/her name to a wait list for the same course.

What to do if you’re on a wait list*

1. Check student email daily and register for the class if given permission.
2. If you did not receive a permission email to add the class, you MUST attend the first class meeting.
3. Tell the instructor that you are on the wait list for the course and that you would like to add the course.
4. If your request is granted, the instructor will give you an access code to register online, or a signed add slip. This add slip must be taken to the Admissions & Records Office within three (3) working days from the date signed by the instructor. (Students must present picture ID.)
5. Check to make sure that the instructor has signed it and included the access code (add code) and section number on the slip, and the date you first attended. The system will not allow you to register without this information. You must register within three (3) working days of receiving the add slip.
6. Using connectColumbia, you may add a full semester course during the first two weeks of the semester using the Course Access Code.
7. Click on Add Class with Access Code/Add Card. You will be prompted to provide the Synonym/Section, Term and Access Code (4 digit number).
8. Print your class schedule to confirm enrollment.

* If you are on a wait list and decide not to add the class, drop yourself from the wait list using connectColumbia.

What to do if you’re wait-listed for an online course

1. Check student email daily and register for the class if given permission.
2. If you did not receive a permission email to add the class, on the first day of the semester, submit an Electronic Add Card at: www.gocolumbia.edu, under My Columbia. Log into connectColumbia, select “Current/Former Students;” select “E-Add Card Request (for Online Courses).”
3. Once you’ve submitted the E-Add Card Request, the instructor will e-mail you to notify you if you have been accepted into the course and give you the Access Code/Add Card.
4. Using connectColumbia, you may add a full semester course during the first two weeks of the semester using the course Access Code.
5. Click on Add Class with Access Code/Add Card. You will be prompted to provide the Synonym/Section, Term and Access Code (4 digit number).
6. Print your class schedule to confirm enrollment.
7. Pay fees.