

# Wait List

When a course section in which you would like to enroll is closed, you can place yourself on the wait list. However, please note that the system does not permit you to be enrolled in a class section and to also be on a wait list of the same course that meets at a different time. Choose your selections carefully.

When you are placed on a wait list, it means that the course section you have chosen has reached its seat capacity, and that you are waiting to enroll in the event that any seats become available or the instructor allows for additional students. You are not guaranteed a seat in the class when you are on a wait list. The process is not automatic. You are not charged for a class until you have added it using **connectColumbia** or in-person registration. You 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. You **MUST** attend the first class meeting.
2. Tell the instructor that you are on the wait list for the course and that you would like to add the course.
3. 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.
4. 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.**
5. Using **connectColumbia**, you may add a full semester course during the **first two weeks** of the semester using the Course Access Code.
6. Click on Add Class with Access Code/Add Card. You will be prompted to provide the Synonym/Section, Term and Add Code.
7. 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. On the first day of the semester, submit an Electronic Add Card at: [www.gocolumbia.edu](http://www.gocolumbia.edu), under My Columbia. Select **connectColumbia**, select "Current/Former Students," select "E-Add Card Request (for Online Courses)."
2. 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.
3. Using **connectColumbia**, you may add a full semester course during the **first two weeks** of the semester using the Access Code/Add Card.
4. Click on Add Class with Access Code/Add Card. You will be prompted to provide the Synonym/Section, Term and Add Code.
5. Print your class schedule to confirm enrollment.