What is a Waitlist?

A Waitlist is a record of student registration attempts in a particular course which has already reached its maximum enrollment. The order of attempts determines the priority for enrollment in a closed class if/as seats become available. If a student chooses a course and section for which enrollment has already been reached, there is most likely the Waitlist function available. Most law school courses will have this capability.

How to Waitlist a Course

1. Under Action, select **Wait Listed** for any classes you want to waitlist.
2. Click **Submit Changes** to add yourself to a course’s waitlist.
3. If you have successfully been added to a course waitlist, you will see it under your **Current Schedule**.

For more information, visit https://www.lls.edu/academics/officeoftheregistrar/
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**Next Steps:** When a seat becomes available for a Waitlist course, the first student on the waitlist will receive an email at their **LLS email account.** It will inform the student of the 24-hour deadline to either add the course or be dropped from the Waitlist.

- To add the course, select **Web Registered**, then **Submit Changes.**
- To drop the course instead, select **Web Drop**, then **Submit Changes.**

The next student on the Waitlist will be notified.

- If no action is taken, the student will be dropped from the Waitlist after the deadline passes, and the next student on the Waitlist will be notified.

**Troubleshooting & Notes**

- Only LLS email accounts will receive Waitlist notifications. Make sure you have access!
- To waitlist is not a guarantee that the student will be registered in a closed course.
- Some courses may not have the Waitlist functionality.
- Questions regarding the Waitlist should be directed to registrar@lls.edu.

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