

## Waitlist Information

Once waitlisted, it is your responsibility to check your Mesa State College e-mail for notification when the class opens. The system will send you an e-mail within 10 minutes of an opening if you are first on the waitlist. Prior to the first week of class, you will have 72 hours to add the class. The week before classes begin the time limit drops to 48 hours. Once class starts, you will only have 24 hours to add. If you do not take action, you will be removed from the waitlist and the seat will be offered to the next person on the list. There may be occasions when you receive the email, but the class has closed in the interim. This could be due to corrections, administrative processing, or a faculty signed add slip. In these cases, once your time limit expires you will need to re-add yourself to the waitlist or contact the Registrar's Office for options.

During the winter and summer breaks, the Registrar's Office reserves the right to process the waitlist as needed to assist with enrollment. Prior to the first day of class, it is your responsibility to check your schedule to make sure you are enrolled in the courses you desire.

Classes with labs - The Registrar's Office processes all waitlists for classes with labs due to complications when only one of the two classes opens. The open spaces are given to the first person that can successfully register for both the class and lab.

By adding a new class to your schedule, you are responsible for payment of any new tuition charges. For detailed payment/billing information please visit the Business Office [web page](#) or call 970-248-1567.

<b>Waitlist Errors</b>	
<b>Closed – 001 Waitlisted</b>	The class is closed, but has an online waitlist available. The numbers preceding the word "Waitlisted" indicates the number of students currently on the waitlist. You may add to the waitlist or not by choosing "Waitlist" or "None" from add/drop page.
<b>Closed – Waitlist Full</b>	There are no spaces available in the class or on the waitlist. You should check for openings up until the day before the semester starts or check for openings in other sections of the class.
<b>Open – 001 Waitlisted</b>	The class has space available and the next waitlisted student will be moved into the available space. You may add to the waitlist or not by choosing "Waitlist" or "None" from add/drop page.
<b>Open – Waitlist Full</b>	The class has space available and the next waitlisted student will be moved into the available space. You cannot add to the waitlist at this time. You should check for openings up until the day before the semester starts or look for openings in other sections of the class.
<b>Open - Reserved for Waitlist</b>	The class has space available and the next waitlisted student will be moved into the available space. You may add to the waitlist or not by choosing "Waitlist" or "None" from add/drop page.