

How do I get on a course waitlist?

Once course capacity has been met, a course will be in “waitlist” status

EMS 241-1 - Intro to Video Production

2023 Fall Semester (09/05/2023-12/19/2023) | Intro to Video Production | **Waitlist** | Jeff Stern | 18/18 | Lecture

Register for the course the same as you would an open course, but you will be put on a waitlist automatically.

To find courses make sure filters are set to include “waitlisted sections”

If registering for a single course that is waitlisted, the button will say “register” as you are registering for the waitlist

Add to Saved Schedule

Register

Be sure to check your schedule after every registration to confirm registration in course or on waitlist

The screenshot shows a student's course schedule with two sections: "My Enrolled Courses" and "My Waitlisted Courses".

My Enrolled Courses 2 items	
	Course Listing
Q	EC 111 - Principles of Microeconomics
Q	LA 100 - Business Law

My Waitlisted Courses 2 items	
	Course Listing
Q	EMS 242 - Introduction to Photography
Q	EMS 242 - Introduction to Photography

Can I tell you why I need this course? Once successfully registered for the waitlist look for a notification via workday & your Bentley email within 30 minutes called “**Waitlist Justification**”. This contains a questionnaire you can complete. We know your major (if declared), your class year and academic information, only complete questionnaire, if it’s outside the scope of your academic plan, or you haven’t declared your major/minor.

How do I get off the waitlist?

If a seat opens in the course, you will get a notification **via workday and email**



You will have **48 hours** (including weekends) to accept/deny the offer or remove yourself from the waitlist.

If you have to drop a course to accommodate the waitlisted course you can do so from the offer screen

The screenshot shows the "Drop Registered Courses" offer screen with a table of courses to be dropped.

Drop	Course Listing
<input type="checkbox"/>	CS 230 - Introduction to Programming with Python
<input type="checkbox"/>	GB 215 - Human Behavior and Organization
<input type="checkbox"/>	MA 214 - Intermediate Applied Stats

After 48 hours the offer will expire and move to the next student on the waitlist. You will remain on the waitlist and be offered the seat again once the offers go through the list of students on the waitlist

Dates to Note: *The last day of classes is the last day a waitlist offer will be extended. Approx 72 hours later, all courses will return to open/close status and seats are first come first serve.*

In order to register for a course & receive a waitlist offer:

- Resolve any registration holds, if a hold is placed on your account after you register, but before waitlist offer goes out, **you will not receive the offer**
- Ensure you meet the eligibility for the course including pre and co-requisites

For additional resources, including videos please visit the Registration Hub <https://www.bentley.edu/offices/registrar>
If you still have any questions please contact the Registrar’s Office Rauch 111, registrar@bentley.edu or 781-891-2177