Information for Students about Registration Waitlists

During the registration period this March, waitlists will be available for a few fall courses. This document has everything you need to know to put yourself on a waitlist and register if a space becomes available.

What courses will have waitlists?

BUAD 142	BUAD 274	COMM 250	PSYC 332
BUAD 218	BUAD 342	ECON 121	PSYC 202
BUAD 248	CJUS/IR/POLI 209	ECON 122	
BUAD 254	COMM 101	HHP 160	

How do I put myself on a waitlist?

If a section has space available, you will register as usual in Self-Service. The first number in the "Seats" column represents the number of seats available. PSYC-204L-A below has 12 seats available.

PSYC-204L-A
Quantitative Meth. in Psyc Lab

Seats ⓘ	Times
12 / 12 / 0	M 2:20 PM - 3:50 PM 8/25/2026 - 12/11/2026

If a section is full and a waitlist has been set up, the first column will be labelled "Waitlist." A zero (as below) indicates the number of students already on the waitlist.

Waitlisted	Times
0	M/W/F 12:00 PM - 1:00 PM 8/25/2026 - 12/11/2026

How do I put myself on a waitlist? Make sure to follow **ALL** these steps (they will seem redundant). Locate the section and click on the blue button "Add Section to Schedule" at the far right.

<button>Add Section to Schedule

The pop-up window will have a red notice that there is a waitlist. You can then click "Add section."

s   8/25/2026 - 12/11/2026

⊘ **This section has a waitlist.**

s Available ⓘ   0 / 1 / 0

listed   0

its   1

ing   Graded ⌄

lisites   ⚠ PSYC-101, INQ-260PY or NEUR-101 - Must be completed prior to taking this course.

se Description   An examination of the mechanisms of actions, uses, effects and abuse liability of range of drugs. Both therapeutic drugs (such as antidepressants and

Close	Add Section

Keep going!

⬇

Don't miss this last step! Return to the "Course Plan" tab, choose the "Calendar" view, and then click the blue "Waitlist" button.

At that point you can see that you have been added to the waitlist. Note that the course will still appear in red in the weekly grid to the right. If you decide you don't want this course, click "Drop Waitlist."

How are students ranked on a waitlist? Instructors and Deans have determined the waitlist criteria. Most waitlists are based on the order in which students request to be on a waitlist. Some include criteria like a student's major/minor or total units earned.

How will I know if a space opens up in the class for me? If you get to the top of the waitlist and a seat opens up, you will receive an email message from registrar@roanoke.edu indicating that you may now register for the section in Self-Service. That seat will only be held for you for a limited amount of time. After the date in the email, that seat will be offered to the next person on the list.

A seat is now available in COMM-250-A(Communication Theory) for the 2026FAterm

Your permission to enroll will expire at the end of the day on 02/21/26.

If you wish to enroll, go to Self-Service and click the Register button for this course.

Go to your Course Plan in Self-Service and click "Register." If you don't want to add the course, click "Drop Waitlist."

Questions? Contact registrar@roanoke.edu or berenson@roanoke.edu.