



**What is a wait list?**

An automated course wait list is established once a course is filled. It is a way for students to indicate their interest in taking a course, despite it being full. Students are responsible for putting themselves on the wait list by adding the course to their wait list cart in eServices. Placement on the wait list is on a first-come basis.

**What is needed to be added to the wait list?**

In order for a student to be placed on the wait list, the student MUST have an active HTC student email account. All wait list seat opening notifications are sent to a student's my.HennepinTech.edu email accounts only. If you need help with activating your Student Email account, please see the Student Computer Lab on campus or call 763-488-2626.

All wait list notifications are sent via email and will include changes in position, offer of an open seat, and removal from the wait list.

**Where do I find the wait list?**

You will find the waitlist located under the Courses and Registration > Search for a Course. See the dashed yellow rectangle below. The waitlist is not active in the picture here; however, students who are logged into eServices will see a dark, active checkbox next to each course.

| Add                      | Equivalent               | Waitlist                 | ID #   | Subj # | Sec  | Title | Dates                         | Days          | Time | Cr/Hr           | Status | Instructor | Delivery Method  | Loc |
|--------------------------|--------------------------|--------------------------|--------|--------|------|-------|-------------------------------|---------------|------|-----------------|--------|------------|------------------|-----|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 000445 | EMSV   | 1020 | 03    | <a href="#">CPR/First Aid</a> | 01/15 - 01/22 | F    | 9:00am - 4:50pm | 1.0    | Open       | Kulas, Samantha  |     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 000446 | EMSV   | 1020 | 05    | <a href="#">CPR/First Aid</a> | 01/16 - 01/23 | Sa   | 9:00am - 2:50pm | 1.0    | Open       | Kulas, Samantha  |     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 001549 | EMSV   | 1020 | 07    | <a href="#">CPR/First Aid</a> | 04/02 - 04/09 | F    | 9:00am - 4:50pm | 1.0    | Open       | Martinez, Joseph |     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 001261 | EMSV   | 1020 | 61    | <a href="#">CPR/First Aid</a> | 04/17 - 04/24 | Sa   | 9:00am - 2:50pm | 1.0    | Open       | McDonough, Shawn |     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 001262 | EMSV   | 1020 | 63    | <a href="#">CPR/First Aid</a> | 05/01 - 05/08 | Sa   | 9:00am - 2:50pm | 1.0    | Open       | McDonough, Shawn |     |

**How does it work?**

As stated, all waitlist notifications are sent via HTC email and will include changes in position, offer an open seat, once accepted will remove them from the wait list. Once an open seat offer is made, the student will have a predetermined amount of time to accept the offer. The amount of time allowed to respond is noted in the email sent to the student but it is usually 24 hours. The student accepts the offer by registering for the course, accepting all financial obligations by doing so. If not accepted, meaning student does not register within the timeframe available (typically 24 hours), the student will automatically be removed from the wait list. A student may be on multiple wait lists for the same course (different sections).

**Important note on wait list**

The course wait list becomes inactive the Friday before the semester starts. Once shut off, then any student who sees course availability (OPEN) for a course, is eligible to register, as long as they meet the course requirements.