YES User Guide: Waitlist

If a class is full, students must actively add themselves to the waitlist. The drop-if-enrolled function should be used if the waitlisted class conflicts with a currently enrolled class.

Contents

Selecting the Waitlist

1. After adding a class to your cart, go to your Class Cart and select **Waitlist if Full** from the pulldown menu for the class you want.

2. A **W** will display next to the class you want to waitlist. Click the **Submit** button.

3. This message will appear at the bottom of your screen:

Drop-if-Enrolled

If your waitlisted class conflicts with one in which you're currently enrolled, if you are enrolled in a different section of the same course, or if enrollment in a waitlisted course would put you over 18 semester hours, you will need to utilize the Drop-if-Enrolled function.

1. Go to your Enrolled classes page and click on next to your waitlisted class.

2. Select which class you want to drop if you are enrolled in your waitlisted class by clicking

3. Click **Save**.

4. Your waitlisted class will show which class you have chosen to drop if enrolled from the waitlist on your Enrolled page.

THTR 1711: Introduction to Theatrical Production						
☐ 01 4.0 hrs	Lecture	⚠ MWF	01:10p - 02:00p	Neely Auditorium 203	Stratton, Matthew D.	
MGRL-1200-05 will be dropped if you are enrolled in this class from the wait list.						

Enrolled from the Waitlist

If you are enrolled to a class from the waitlist, you will receive a notification from the Office of the University Registrar.

Please note: Successful enrollment to one section of a course means that you will be dropped from the waitlist for all other sections of that course.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.