

Waitlisting Info for Students

Some courses at FGCU have a waitlist function in the student registration system. If a course is full and has a waitlist function, you can register yourself for the waitlist. If you are on the waitlist and a seat becomes available, the registration system will generate an email to your Eagle Mail account notifying you of the available seat and directing you to log into Gulfline (<http://gulfline.fgcu.edu>) and register for the course.

Once in Gulfline, please select "Select Student & Financial Aid". Click on "Registration" and select "Drop/Add" Classes. Click on "Enter the Term" and submit appropriate term. Select "Web Registered" from the dropdown menu and click submit changes at the bottom of the page to save.

You will only have 24 hours from the date/timestamp on the e-mail notification to register yourself for the course. As such, if you are waitlisted for a course, it is recommended that you check your Eagle Mail daily and regularly.

A regular process is run to look for open spots in waitlisted courses and send notifications to the next person on the waitlist. These spots become available when someone drops the course or the department increases the quota. When this happens, the available seat(s) will show; however if the course has students on a waitlist, the system will not allow anyone to enroll in the open seats. The seats are saved until the notification is sent to the next student on the waitlist. The process runs 24/7 including weekends and holidays.

Other Important Waitlisting Information:

- Students cannot waitlist/enroll for more than one section of the same course.
- A course may appear to have available seats on Gulfline (have a green dot next to it on the Course Search screen). However, if the course has a waitlist, these seats may not actually be available. It is likely that there are more people on the waitlist than there are seats available in the course. As such, all "available" seats are actually being held for students on the waitlist. Only if there are more available seats than there are students on the waitlist, will you be able to register for the course. You should contact an academic advisor to find out whether there are actually available seats in the course.
- Students will no longer be able to waitlist themselves for a course as specified on the Academic Calendar (see <http://www.fgcu.edu/Registrar/academiccalendar.asp>). However, students already on a waitlist prior to this day and time will remain on the waitlist until,
 - a) They receive a notification that a seat is available and either register themselves for the course or drop themselves from the waitlist or
 - b) It is 5:00 p.m. on the waitlist shutdown day during the Add/Drop period (1st week of classes).
- Once the waitlist is shut down, any students still on the waitlist will be removed from the waitlist and the course will become "first-come, first-serve." For the remainder of the Add/Drop period, any student can register him/herself should a seat become available in the course (just like a course that never had a waitlist).
- Students with Academic Standing holds should see their academic advisor or the Center for Academic Achievement for more information about using the waitlist.