

TECH HELP:



## If you can't register for a course, consider why:

- Is there a time conflict?
- Are you over the **unit limit** (20 for enrollment, 16 for waitlisted courses)?
- Are there 0 seats left for your **reservation group**?  
Hover over the gray triangle to check. (ME Undergrads, refer to **Reserved Seats Open for "B10162 ENGME"**.)

## Join the waitlist!

**Check to see if there are open seats on the section waitlist (via "Class Search", section drop down).**

**Click "Join the wait list if class is full" when enrolling.**

You must request a specific lecture/discussion/lab section (ex: A1/B2/C3). If a spot opens in A1, but B2 and/or C3 is full, **you will be skipped over.**

- To prevent this from happening, you should request the **most available discussions/labs that fit with your schedule**. Please check the "Class Search" function to view this information.

## Other Information:

### Request a SWAP:

If you are at 18/20 credits and want to swap a class with another; **the system cannot enroll you over 20 credits.**

**If your requested course has a conflict with your schedule** (check to make sure your discussions and labs do not conflict!).

**You MUST keep your waitlist requests up to date.** Swaps will drop you from classes without warning if your waitlist request is processed.

Please note that you will be skipped over on the waitlist if you have a **compliance hold**.

## Class Status

Class Status can be a helpful tool when preparing for registration, and can be seen when viewing classes on Class Search, Shopping Cart, Schedule Builder, etc. But what do all those little symbols and numbers mean?

**X/Y** Shows **open seats out of total seats**, e.g., “24/30” would indicate that 24 seats are currently open for a class section with 30 total seats.

**O** Class is **open**. Those who are eligible to enroll in this class may do so in MyBU Student.

**C** Class is **closed** for enrollment in MyBU Student.

**W** Class has gone to **Wait List** for MyBU Student enrollment. The numbers beside this icon show number of open spots on the Wait List out of total number of spots on the Wait List.

**!** Some or all seats in this class are reserved for a specific Requirement Group. Hover over this icon to view more details.

**O** The numbers beside this icon show open seats (including reserved seats) after a class has gone to Wait List.

For example:

SESSION	INSTRUCTOR	DAYS	START	END	DATES	UNITS	STATUS
> A1-IND (14233)	DYN	Jill Schreider	Th	3:30 pm	5:15 pm	09/05 - 12/12	3
CLASS NOTES CHARLES RIVER CAMPUS. Pre Req: CP755/756/757 for Traditional Track or HSE students. Co-Req with 755/756/757 for Advanced Standing students.							
> A2-IND (14234)	DYN	Joanna Bridger	Tu	9:00 am	10:45 am	09/10 - 12/17	3
CLASS NOTES CHARLES RIVER CAMPUS. Pre Req: CP755/756/757 for Traditional Track or HSE students. Co-Req with 755/756/757 for Advanced Standing students.							
> O1-IND (14235)	DYN	Ellen DeVoe	Su	6:30 pm	7:30 pm	10/29 - 12/16	3
CLASS NOTES ONLINE COURSE. Live Classroom is EST. Charles River Campus and Off-Campus students seeking permission to join this section can email sswolp@bu.edu.							
> O2-IND (14236)	DYN	Ellen DeVoe	Su	7:00 pm	8:00 pm	10/29 - 12/16	3

STATUS	
<b>C</b> 0/15	<b>!</b>
<b>C</b> 0/15	<b>!</b>
<b>W</b> 13/15	<b>!</b>
<b>O</b> 0/15	<b>!</b>
<b>O</b> 2/15	<b>!</b>

**C** 0/15  
These two sections are currently closed, with 0 seats open for registration.

**!** This class is set up with reserved seats, which would go into effect if the class was open.

**W** 13/15 **O** 0/15  
There are no open seats in this section, but the Waitlist is currently available, with 13 out of 15 spots open.

**!** Here's an example of how the reserved seating info looks for this class section:

Reserved Seats Info   O1-IND (14235)	
Unreserved Seats Open:	0
Wait List Open:	13/15
Reserved seats information:	
Seats in this class have been reserved for students for the specified programs, majors or groups listed below. Reserved seats are subject to change without notice.	
Acad Program SSWOP	
Reserved Seats Open:	0/15

**O** 2/15 **!**  
This section is currently open, with 2 out of 15 seats open, though those seats are still reserved for students in the academic program specified.

## Class Wait List

### Understanding Wait Lists

The option to join a class Wait List is a new feature of MyBU Student registration. If a class has been set up with a Wait List in MyBU Student, a student may choose to join the Wait List at registration if there are no open seats available to them at that time. As seats become available, students who are eligible to register and in full compliance with registration requirements will be **automatically enrolled** in the order in which they were added to the Wait List.

When joining a Wait List, students have the option select a class to swap, allowing them to choose a class they're already enrolled to be dropped in the case they get enrolled off the Wait List of their preferred class.

#### KEEP IN MIND:

- Not all classes have a wait list option.
- Some schools/colleges and academic departments maintain internal wait list procedures that are not currently available in MyBU Student registration. To learn more about wait list procedures for classes in a particular academic department, please refer to that department's resources.
- Students must be eligible to register and fully compliant with registration requirements to be enrolled off a Wait List.
- Students can be registered for a maximum of 20 total units, plus an additional 16 waitlisted units. (Note that registering for more than 18 total units may be subject to overload tuition charges.)
- Wait Lists have limited capacity – if there are no open spots on a Wait List, students cannot be added to it.
- Spots on the Wait List may be subject to Requirement Group restrictions – a student who meets those restrictions will be enrolled off the Wait List before a student who does not, regardless of which of them joined the Wait List first.
- Reserved seats for Requirement Groups may or may not be released – this depends on departmental policies.

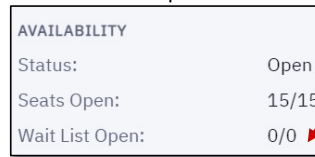
### FAQ

#### How do I know if a class has a Wait List available in MyBU Student?

Look up the class in Class Search – make sure the option to show open classes only is *unchecked*:

☐ Show Open Classes Only

In the search results, click the expand icon (>) for the class to view details. Under Availability, the second digit of the "Wait List Open" field indicates if there are any spots set up in a Wait List. In the below example, there is *no Wait List* set up, because there are 0 total spots.



AVAILABILITY	
Status:	Open
Seats Open:	15/15
Wait List Open:	0/0

#### What if I have the class in my Shopping Cart or Schedule Builder, but all the seats are taken when I go to register?

A message will appear indicating which class(es) are not available. If spots are available on a Wait List, this will be indicated, with an option to join.

#### I can see open seats on the Wait List but I am unable to join it. Why might this be the case?

You will not be able to join a Wait List if...

- You're already registered for the maximum of 20 units and/or are already waitlisted for 16 units
- You have a registration hold or are otherwise not currently eligible for registration
- There's a time conflict with your current Schedule
- You don't meet any current Requirement Group restrictions for the class

#### How can I view and manage the classes I'm waitlisted for?

Use the View Waitlist page, which can be found under the Enrollment section of the navigation menu in MyBU Student. You can also view waitlisted classes on your Schedule. Remember that you are **not** officially registered for waitlisted classes, and you will not be billed for any waitlisted units, but if a seat becomes available in the class you will be automatically enrolled.

If you want to give up your place on the Wait List, use the Drop Classes page to drop a class you're waitlisted for. If you want to change which class to swap out, you will have to drop the class and attempt to re-join the Wait List – note that this will cause you to lose your current place.

#### How do I know if I've been taken off the Wait List and enrolled in the class?

You will see the change reflected on your Schedule in MyBU Student.

#### What should I do if I'm enrolled off the Wait List but I no longer want to take the class?

You can drop the class as you normally would, using the Drop Classes page in MyBU Student. Remember to drop any classes you don't want to take before the Add/Drop deadline!

#### Is there a way to request to be added to a class that's full but doesn't have Wait List available?

This will typically depend on departmental policies. Contact the academic department of the class for more information.

 MyBU Student