

# Wait Lists

Classes will fill up the closer we get to the start of the semester. Many courses have wait lists built into them. You can see if a course has a wait list by looking at the schedule of classes, which can be found under the Registration tab in Owl Express – called “Class Schedule Search”.

Select Term

[Class Registration \(Add or Drop Classes\)](#)

[Class Schedule Search](#)

[Class Withdrawal](#)

Once you pull up the subject you wish to see (e.g. Computer Science), you will see course listings similar to this:

CLOSED – WAITLIST AVAILABLE		CS 1301/01 - Programming Principles I						
CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
82784	4.000	Full Term	36			15	0	15
Campus	Instructional Method	Where	Days	Time	Start Date	End Date	Instructors	
Marietta Campus	Classroom - 100%	Atrium Building Room 110	U M T W R F S X X X X X	10:00 am - 11:50 am Lecture	Aug 17, 2015	Dec 14, 2015	Hisham M. Haddad (P)	

If a course has a wait list, it will show up on the right hand side of the course listing like this:

Waitlist Capacity	Waitlist Count	Waitlist Availability	
15	0	15	
Start Date	End Date	Instructors	
1:50 am	Aug 17, 2015	Dec 14, 2015	Hisham M. Haddad (P)

The “Waitlist Capacity” is how many students can be on the wait list. The “Waitlist Count” is how many are currently on the waitlist. The “Waitlist Availability” is how many spots are open on the waitlist for the course.

To get on the waitlist for a course, you should copy the CRN of the course down

CLOSED – WAITLIST AVAILABLE		CS 1301/01 - Programming Principles I		
CRN	Credit Hrs	Part/Term	Capacity	E
82784	4.000	Full Term	36	
Campus	Instructional Method	Where		
Marietta Campus	Classroom - 100%	Atrium Building Room 110		

Put that into one of the text boxes on the “Class Registration (Add or Drop Classes)” page in your Registration tab. Click Submit. A box will pop up saying the wait list is available for the course.

You must click on the drop down box under the “Action” column and select Wait List, then click the submit button. You will then be on the wait list.

If you are number 1 on the wait list and a spot becomes open in the course, you will receive an e-mail at your @students.kennesaw.edu address. **You will have 12 hours to register for the course.** If you do not register, you will be bumped off the wait list and the next student on the wait list will then be given the chance to register.

**If you are on a waitlist, check your @students.kennesaw.edu address very frequently!**