

Waitlist and Holdfile Information

Definitions

Waitlist: A waitlist is a roster of students who meet the restrictions of a closed course section and who are waiting for a seat to become available in a closed course. The waitlist stores names in order of request, on a first come, first served basis, to allow access to seats if any become available.

Holdfile: A holdfile contains the names of students who wish to take a restricted course for which they are not initially eligible. Students on the holdfile follow the waitlist check-in procedures outlined below. On the first or second day of classes, restrictions are typically lifted on courses that have holdfiles. At that time holdfile students fill in any open seats in the course in the order of the holdfile. If the course fills to capacity as holdfile students are added to the course, the remaining holdfile students form a waitlist. If the restricted course already had a waitlist, the holdfile students join the back of the waitlist after the restrictions have been lifted.

Waitlist Procedures, Processes, and Information

(Adapted from: <http://registrar.umd.edu/current/Policies/Waitlist%20-%20Holdfile.html>)

1. The waitlist system is managed and maintained by the Office of the Registrar (Mitchell Bldg., 301-314-8240).
2. If a course is closed and a waitlist is available, Testudo's Drop/Add system (<http://www.testudo.umd.edu/apps/dropadd/>) will offer a student the option to go on the waitlist when they initially attempt to register for a section of the course.
3. If a course is closed and a waitlist is available, you may waitlist up to six (6) sections for that course. However, the first section to become available will be assigned to you by the waitlist system, and since you will now be registered for a section your name will be removed from any other waitlists of that same course. If you subsequently refuse the assigned section, that section will be given to the next person on the waitlist. You may, at that time, request to be **PLACED AT THE END OF THE WAITING LIST FOR ANOTHER SECTION.**
4. During the mandatory check-in period (Schedule Adjustment period), you must check-in once a day either through Testudo (<http://www.testudo.umd.edu/apps/cilive/>) or in-person at the Mitchell Bldg. to remain on the waitlist. Students who do not check-in during the mandatory check-in period will be removed from all waitlists they are on and will have to join the end of the waiting list.
5. Students who receive a section that has been waitlisted must follow the waitlist check-in procedures above to accept/confirm a received waitlisted course into their schedule. Failure to follow these procedures will result in the drop of waitlisted/received courses.
6. It is recommended that you complete your schedule with alternative course choices. **Being placed on a waitlist does not guarantee that you will eventually be added into your desired course.**
7. To be eligible for the waitlist you cannot be registered for any other section of the desired course. If you are registered for another section of the same course, you will be dropped automatically from the waitlist by the next business day.

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8. You may waitlist up to six (6) sections of a course. However, the first section to become available will be assigned to you by the waitlist system, and since you will now be registered for a section your name will be removed from any other waitlists of that same course. If you subsequently refuse the assigned section, that section will be given to the next person on the waitlist. You may, at that time, request to be PLACED AT THE END OF THE WAITING LIST FOR ANOTHER SECTION.
9. Students stand a better chance of receiving a course by waitlisting as many sections as possible. However, when waitlisting multiple sections of a course you should be sure each section fits your schedule unless you plan to drop the course that conflicts with the waitlist section at the time the section is received.
10. Problems resulting from courses received from the waitlist that conflict with a student's schedule must be resolved by 4:30 pm of the following workday. After a course is received from the waitlist, time conflicts cannot remain on a student's schedule without permission from the student's college. If the schedule is not adjusted, a drop will be processed by the Registrar on the received waitlist course.
11. If new sections are opened with exact meeting times as the waitlisted section, the Registrar's waitlist processor will place you in this new section.
12. Waitlist activity will end the last day of the Schedule Adjustment Period, however students can still check-in the next business day after the end of the Schedule Adjustment Period to see if they have received a course off of the waitlist. Please note, however, that if a student receives a class off of the waitlist the day after the end of the Schedule Adjustment Period and subsequently need to drop another course, that student will be issued a "W" for dropping a class after the end of the Schedule Adjustment Period.
13. If a student receives a waitlisted course prior to the beginning of the semester (and the mandatory check-in period), they should use Testudo's waitlist check-in system (<http://www.testudo.umd.edu/apps/cilive/>) or visit the Registrar in-person at the Mitchell Bldg to confirm and add the course into their schedule.
14. You should avoid getting on a holdfile or waitlist for sections that conflict with other courses you need or are currently registered for. You should also take time during the schedule adjustment period to "clean up" your schedule, deleting any courses which you do not want and making sure that you have confirmed those that you do want. Again, mistakes in registration are your responsibility, and exceptions to the drop/add deadline will not be made for your errors.

The effectiveness of waitlist system depends on how you manage it.