

# WAITLISTING CLOSED CLASSES

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You have the option of waitlisting online, via Banner, most classes that are full. If a spot opens up for you, the automated Banner process will generate an email to your SPU email address with a deadline for you to take action on your registration. Typically, this deadline will be 24 hours; however, it may be extended for school breaks and shortened during the first week of the quarter.

When Banner emails you, if you still want the spot in the course, you will access your own registration in Banner and add yourself to the course. If you miss your window to register for the course you will need to re-add yourself to the waitlist. When you re-add yourself you will be added to the bottom of the waitlist. With few exceptions, the waitlist works on a first come, first served basis.

The automated process that generates emails to waitlisted students begins running after the scheduled "buffer" (a period of a few days after advance registration for continuing students) and goes through 11:59 p.m. on the fifth day of the quarter. Refer to the University Academic Calendar (<http://client-snap.dev8.leepfrog.com/spu/spu.edu/catalog/undergraduate/20212/20212-university-calendar.html>) for these dates.

If you have questions about the waitlist process, contact the Office of the Registrar by email ([registrar@spu.edu](mailto:registrar@spu.edu)) or 206-281-2031.