



## RUSSELL SAGE COLLEGE Office of Academic Advising

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### Waitlist Information

#### **If a class you need is FULL or CLOSED**

Students may select to be on the "waitlist". Putting your name on the waitlist does not register or enroll you in the course and it does **not** guarantee you will get the course.

#### **Waitlist Rankings**

In most cases, waitlist priorities are determined by class level, major, and the date you put yourself on the waitlist. Though you cannot view your place on the waitlist, you can see how many students are on the waitlist in, in *SageAdvisor* in **Search for Sections**.

#### **My Class Schedule**

Your waitlisted course information can be seen in Sage Advisor in **My Class Schedule**. Here you will see Current Registrations and Waitlisted Courses. If you put yourself on waitlists for any classes, they will appear here labeled "Waitlisted." If you don't see any classes labeled as "Waitlisted," you have NOT added yourself to any waitlists.

### Student Responsibility

#### **Schedule changes**

ALL schedule changes must be made before the specified end of the add/drop period for the term. (See **Academic Calendar** for specific dates).

#### ***CampusCruiser/SageAdvisor***

**Check CampusCruiser email DAILY**. At Russell Sage, waitlist management is conducted entirely through *CampusCruiser* email and *SageAdvisor*.

#### **Alternate Courses, Options**

Students (with their Faculty Advisor) must identify at least 2-3 possible alternate courses, just in case a seat does not become available in the waitlisted course.

### Waitlist to Registration

#### **If a seat becomes AVAILABLE in the waitlisted course**

If a space becomes available in a class and you are next on the waitlist, you will receive an email from [waitlists@sage.edu](mailto:waitlists@sage.edu) stating you now have permission to register for the course. Waitlist emails are sent Monday to Friday.

## **Students only have 48 HOURS to ACT - before permission expires**

(i.e., Register on-line for waitlist course)

- Log on to *SageAdvisor*, **Manage My Waitlist**, before the expiration date and time stated in the email, you may choose the following actions:
  - RG - Register (to register yourself in the section)
  - RM - Remove (to remove yourself from the waitlist)
  - RP - Register Pass/No Pass (to register as pass/no pass)

### **If permission to register has EXPIRED**

If you do not accept the offer within the specified time (i.e., permission has expired), you will be dropped from the waitlist. A student dropped from the waitlist, who still wants the course, must re-add the class to obtain a new place on the waitlist. You do **NOT** regain your former place on the waitlist; instead, you drop to the bottom of the list.

## **Other Schedule Adjustments**

### **When it looks DOUBTFUL a seat will become available for you in the waitlisted course**

If you are far down on the list, you should register for one of your designated alternate courses and/or contact your faculty advisor, ASAP, to find another course.

### **For a course that is REQUIRED in your major and it is ABSOLUTELY NECESSARY for you to take that semester for graduation**

If it's 2-3 weeks before the term begins and you are still on a WAITLIST for a required course:

- Call the Student Services Office at 518-244-2201 to find out what number you are on the waitlist, if you are number three or higher, email your Faculty Advisor and the Program Coordinator/Department Chairperson that you are on a waitlist and you need the course. They can assist you regarding your options.
- Be sure to frequently check your *CampusCruiser* account for an email from [waitlists@sage.edu](mailto:waitlists@sage.edu) several times a day and up until the end of the specified add/drop period for that term.

### **OR, if you are NO LONGER INTERESTED in taking the waitlisted course...**

Please go to **Manage MY Waitlists** in *SageAdvisor* to remove yourself from the waitlist as soon as possible, so the student after you on the waitlist can get in.

(RM - Remove, to remove yourself from the waitlist)

## **IMPORTANT NOTE**

The instructor for the course will NOT be able to give you permission or sign you in to the course.

- All students should verify their official semester schedules before classes begin and again before the close of the specified add/drop period to be sure your schedule is accurate.
- Part-time students on a wait list will not be assessed tuition and fees until they are officially registered into the class.