Automated Registration from the Waitlist FAQ

1. **What is Automated Registration from the Waitlist**

This enhancement allows the system to automatically attempt to enroll the next eligible student when a seat becomes available in a waitlisted course.

2. **When does this take effect**

Following a successful Winter pilot, automated waitlist registration is implemented beginning Spring 2026, effective January 8, 2026.

3. **Which courses are included**

Eligible credit courses with a waitlist.

4. **How are students notified**

Students receive an automated email to their myHancock inbox and a text message if a mobile number is on file when a registration attempt is made.

5. **Do faculty still issue add codes**

For eligible courses, automated waitlist registration replaces the need for add codes prior to the start of the term. Add codes may still be used after the term begins.

6. **Are students immediately responsible once enrolled**

Yes. Once enrolled, students assume immediate academic and financial responsibility for the course.

7. **Does the system check prerequisites**

Prerequisites must be met at the time of registration. Prerequisites taken at another institution must be cleared through Counseling and Admissions & Records in advance.

8. **What if a student has a time conflict or hold**

Students with time conflicts or holds are not eligible for automated enrollment. The system will move to the next eligible student on the waitlist.

9. **Is faculty action required**

No. The process is managed and monitored by Information Technology Services and Admissions & Records. No additional faculty action is required.

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10. How does this affect census and rosters

Faculty should continue to verify that students are officially attending prior to census.

11. Who should faculty contact with questions

Director of Admissions and Records.