

Class closed? Strategies for getting into closed classes

1. **Register for “backup” classes** – other classes that you’re excited to take and will fulfill requirements, if you cannot get into the classes you originally chose. Never drop a back-up class until you are officially enrolled in the new course, and if a seat opens up in the original one—be sure to use the “Swap” feature to ensure you do not lose your seat in your backup until you have secured one in the original class.
2. **Get on a wait list** – some classes have wait lists available in the course scheduling system (indicated by a yellow triangle), and each department manages its own wait lists for its courses. To get on a wait list for a class:
 - As you add the class, check the “Waitlist me if course is full when I enroll” box.
 - You will then click though like you would to enroll in a course, but instead it will add you to the waitlist for that section.
 - You will receive a confirmation message that you are now on the wait list

*If you are granted a spot in the class, you will be notified by email and will be given a window of time to enroll in the course, usually between 24 and 48 hours. The notification email will indicate the deadline to enroll in the course as well as instructions on how to enroll. If you miss the enrollment window, you will miss your chance to enroll, so check your WiscMail regularly. For more information on wait lists, see: go.wisc.edu/038w41

If there is no wait list available for the course/section – Email the professor to see if there are any other options or if the professor/department has their own wait list available. Note the course number in your subject line and include your name, ID number, reason for wanting to take the course, and specific sections that work with your schedule in your email.

3. **Keep checking** for open seats. The course enrollment system has live information on available seats. Check often, from now until through the first week of class, and check all different lecture/discussion times that might work with the rest of your schedule.
4. **Go to class the first day.** Attend the lecture and afterward go up to talk with the professor. Tell them why you want the class; be persuasive. The worst they can say is “no!” In many cases, they’ll give you priority to get into the class when someone drops.
5. **Be sure to attend every class** that you’re considering taking or trying to get into, until it’s no longer feasible to add the class (past the deadline, professor denies request, etc.).

General Tips:

Make sure you are polite, persistent, and assertive. Always be enrolled in a backup class and make sure to attend it as well as the classes you are trying to get into. Students often switch their schedules at the beginning of the semester, which can be to your advantage, and spots may open after classes have started. Pay attention to the add/drop deadlines for the semester – this information can be found at <https://registrar.wisc.edu/dates>

