



Academic Advising Services
COLLEGE OF LETTERS & SCIENCE
UNIVERSITY OF WISCONSIN-MADISON

Strategies for Closed/Waitlisted Classes

- 1. Look for other open sections.** If there is one that works with your schedule or if it is possible to rearrange your existing schedule to add one, we suggest doing so.
- 2. Enroll in an alternate course.** If there are no open sections or if it is not possible to add one, look for other courses of interest. Enroll in one or more of these courses, so you have a full schedule even if you are unable to add the original course.
- 3. Add yourself to a waitlist.** Even after enrolling in an alternate course, you can still [add yourself to the waitlist](#) for the original course if there is one available.

If you are offered a seat off the waitlist, you will be notified via your wisc.edu email and will typically be given 24-48 hours to add the course. This time frame and instructions on how to add the course will be included in the email. Once this time frame has passed, you will no longer be able to add the course. So, make sure to check your wisc.edu email.

- 4. Contact the Department.** If there is no waitlist available, you may also contact the academic department (i.e., Economics, Computer Sciences, Psychology) via email to see if they plan to add one or if they have any other suggestions. Remember to be polite and make sure to include the course number, your name, your ID number, and your reason for wanting to take the course.
- 5. Keep Checking for Open Seats.** If there is no waitlist available and the department does not have any additional recommendations, you can continue to check for open seats in the original course. Many students make changes to their schedule during the first week of classes. So, you can continue looking all the way through the [add/drop deadlines](#).
- 6. Attend the Class.** If possible, attend the original course prior to the [add/drop deadlines](#) at the beginning of the semester. Then, if you are able to add the course, you will not have missed any content. You can also speak to the professor to see if they have suggestions.
- 7. Use the Swap Function.** If a seat opens, [use the swap function](#) to ensure that you only drop the alternate course if you are successfully able to add the original course.