

Waitlist Information

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Waitlists are normally created for courses when the anticipated enrollment for the class is greater than the number of seats available. A waitlist allows a student to reserve a seat in the class should one become available when another student drops or when the capacity of the class is increased by the department or the instructor of the course. A student can add his or her name to the waitlist if a course is full and has a waitlist-enabled (you will see a waitlist message when trying to register normally and will be given the option to add yourself to the waitlist).

When a seat becomes available for the class, you will receive an email giving you the opportunity to register for the class. This process must be completed within 24 hours of receiving the e-mail. If you do not register for the class through Trailhead within 24 hours, you will be removed from the waitlist. When you receive the notification you should navigate to your course schedule in the Banner 9 Registration System and then select 'Register' from the dropdown menu (last column) for the currently waitlisted course (don't forget to click the submit button at the bottom right).

Important Waitlist Notes

- Being on a waitlist does not guarantee that you will be enrolled in the course. Be sure to check your e-mail and your schedule often to verify your enrollment.
- If there are any errors that will prevent you from being registered in the course (too many hours, time conflicts, missing prerequisites, etc.), you will not be allowed to waitlist for the course.
- If you are enrolled in a section of a course and waitlisted for a different section, **you will be removed from the waitlist**. If you want to be enrolled in a specific section of the course, make sure that you are waitlisted for only that section.
- The Registration Action form **cannot** be used to enroll in a class that has a waitlist. If you are on the waitlist for the class, the instructor must email the registrar's office to enroll the students from the waitlist into the class.

Contact Us

Registrar's Office

Student Center, Suite E280
1200 16th Street
Golden, CO 80401

Registration or student record questions

registrar@mines.edu

303-273-3200

FAX: 303-384-2253

Residency petition & COF questions

residency@mines.edu

Transfer credit questions

transfer@mines.edu

Military and VA Benefit related questions

veterans@mines.edu

Graduation questions

graduation@mines.edu