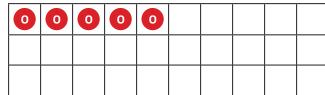# Priority Registration Process and Waitlist Creation

The following is a sample showing how course requests are processed for Priority Registration and how the waitlist is determined. In this example, the maximum enrollment for the course is 30 spaces and 35 members have requested the course.

1 The first group processed are all submissions with only (o) a single course requested. There are 5 requests so all five get on the roster.

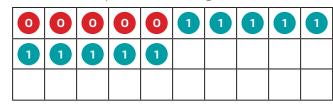Now there are 25 spaces left.

ROSTER – Max enrollment: 30 spaces

Processed next are all multiple–course requests in this sequence:

2 There are 10 Priority #1 requests so all 10 get on the roster.
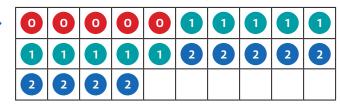
Now there are 15 spaces left.

ROSTER – 15 spaces remaining

3 There are 9 Priority #2 requests so all 9 get on the roster.
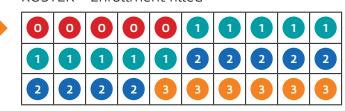
Now there are 6 spaces left.

ROSTER – 6 spaces remaining

4 There are 11 Priority #3 requests and only 6 spaces left so the computer randomly selects 6 requests to fill the last 6 spaces and places the other 5 on the waitlist.

The waitlist is then ranked by the date and time of when the request was initially entered into the system. Requests entered early in the two–week Priority Registration period will rank higher on the waitlist than those entered later.

ROSTER – Enrollment filled

WAITLIST