

AARC AUTOMATED WAITLIST SYSTEM

Through AARC you will be able to monitor waitlists online, receive automated emails from AARC when space is available for you off a waitlist, and register yourself for waitlisted classes on AARC.

When you select “WL – waitlist” as an action for a course on your Preferred Sections list, you will be added to that course’s waitlist and the confirmation screen will show you a list of waitlisted courses on your account. You can always check on this waitlist by selecting “Manage my waitlist” from the “Registration” menu under “AARC for Students.”

If a space opens up in a course for which you are waitlisted you will receive an automated email from AARC, sent to your Simmons email account, which will inform you that a space has opened in the course and that you are authorized to register for the course on AARC.

This permission to register off the waitlist is not open-ended, and the email you receive will indicate the deadline for registering for the course. **If you do not register for the course by the deadline indicated you will be removed from the waitlist and the next student on the waitlist will be contacted and offered the placement in the course.** This continues until the opening in the course is filled or all students on the waitlist have been contacted, not registered, and been removed.

If you are on a waitlist and receive an email that a space is available, return to the “Manage my waitlist” screen. Then you will register for the class off your waitlist the same way you would register for a class off your Preferred Sections list, by selecting the appropriate action from the drop-down menu. You may also remove courses from the waitlist in the same fashion.

Managing our waitlists automatically allows students to be instantly notified of when a space is open in a class, assures fairness in the order in which open spaces are offered to students, and will allow our faculty to have the most accurate gauge of who is on their roster(s) by providing for quick registration off waitlists.

Obviously, it is **very** important that Simmons students pay close attention to their Simmons email account. For security reasons, this is the only email address AARC may send waitlist emails to. It is the student’s responsibility to respond to the opportunity to register off a waitlist.