



Name of Policy: Course Waitlist
Source: Student Affairs and Academic Affairs
Date Revised: July 2016
Form to Complete: N/A

Policy:

Students waitlist themselves through their MyKCAI portal during the registration period. To waitlist for a course, click on the course number and try enrolling in the class. Follow the prompts to waitlist the class. The waitlisted class will show up on a student’s schedule as waitlisted – being waitlisted means that the student is not enrolled in the class and should not attend the class unless they receive notification from the registrar.

The registrar continually processes waitlists through the end of the add/drop period. If a spot opens in the class, the registrar will automatically notify the first student on the waitlist through their KCAI email account.