Pace University
Waitlist Information for Faculty

The purpose of this document is to share information relevant to faculty. Faculty are encouraged to review the document for students that outlines the advantages of the waitlist feature, provides information regarding related policies and procedures, and offers a walk-through guide with corresponding screenshots and a frequently asked questions and answers section.

Viewing the Waitlist

Viewing the waitlists for courses you teach is nearly identical to viewing the class roster. Follow these steps:

⇒ Pace Portal
⇒ Faculty Home
⇒ Faculty Resources
⇒ Course Rosters
⇒ Select the Term and Course

The following screenshot is an example of what this screen looks like. In this case, there are two students on the waitlist. Their Waitlist Position number indicates the order of students on the waitlist. Waitlist Position 0 means the student has received their notification email and is within 24 hours to act (e.g., register for the course).

For courses without a waitlist or without any students on the waitlist, the following message will appear:

For additional information on the waitlist process and how students are prioritized, please visit the Registrar's Waitlist webpage here: https://www.pace.edu/registrar/registration/course-registration-waitlist.

Questions

If you have any questions or encounter issues with the process, please contact the Registrar's Office by visiting https://www.pace.edu/registrar/contact-us.