Policy:

Wait listing a course can only be done in MyKCAI (www.mykcai.kcai.edu) during registration. To wait list for a course, click on the course number and try enrolling in the class. Follow the prompts to wait list the class. The wait-listed class will show up on a student’s schedule as wait listed – being waitlisted means that the student is not enrolled in the class. The Registrar continually processes wait lists through the end of the add/drop period. If a spot opens in the class, the Registrar will automatically put the next person on the wait list into the class. It is very important that students understand that it is their responsibility to check their schedule to see if they have gotten into a class from a wait list and make any desired changes to their schedule, i.e., dropping a class. These changes can be made through MyKCAI.