REGISTRATION

WAITLISTING
What is waitlisting?
If the class you wish to register for is closed but waitlist seats are available, you can get on the waitlist. When a seat opens up, the first student on the waitlist will get an email notification about registration opportunity for the class. It is the students’ responsibility to register within 24 hours upon receiving the notification.

How do you know if the section is closed?
The letter “C” replaced the checkbox next to the CRN.

How do you know if there is a waitlist available?
There is a number greater than 0 in the WL Rem (Waitlist Remaining) column.
How do you get on the waitlist?

Follow the steps:

1. Note the section’s CRN.

2. Go to Student, Registration and select Add or Drop Classes.

3. Select a Term and click Submit.

4. Type in the CRN in the blank field under Add Classes Worksheet. Then click Submit Changes.
5. Scroll down to see the Registration Add Errors details. Click on the Action field’s drop down arrow and select Waitlist. Then Submit Changes again.

6. The waitlisted section will appear in your Current Schedule.

No further action is necessary. You will get an email notification if a seat becomes available for you.

NOTES