

How to waitlist for a course (Quick Steps)

1. In the Add/Drop link enter CRN in the "Worksheet" section.
2. Press Submit Changes.
3. From drop-down action select Waitlist.
4. Click Submit Changes.

How to find the CRN

1. Find the CRN and see Waitlist Capacity/Actual/Remaining count.

Sections Found

Computer & Information Systems

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
<input type="checkbox"/>	2046	CIS	104	001	A	2.000	Desktop Management	M	02:00 pm-03:40 pm	24	0	24	0	0	0
C	2704	CIS	104	002	A	2.000	Desktop Management	W	02:00 pm-03:40 pm	1	1	0	10	0	10

2. Next, click Add to Worksheet to go to back Add/Drop page with the Worksheet.

<input type="checkbox"/>	3116	AET	220	001	A	4.000	Solar Energy II	TR	01:00 pm-02:50 pm	20	0	2			
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3. Enter CRN in the Worksheet and press Submit Changes.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Sep 25, 2011	None	3071	CJT	220	001	Undergraduate	3.000	Standard	Letter	Law Enforcement in Am. Society
Registered on Sep 26, 2011	None	3072	CJT	240	001	Undergraduate	3.000	Standard	Letter	Criminal Evidence & Procedure

Total Credit Hours: 6.000
 Billing Hours: 6.000
 Minimum Hours: 0.000
 Maximum Hours: 20.000
 Date: Oct 05, 2011 11:40 am

Add Classes Worksheet

CRNs

2704

4. A Registration Add Error will appear.
5. In the "Action" column from the drop-down select "Waitlist". If you no longer want to waitlist for the course then select "None".
6. Next, click Submit Changes.

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0	Waitlisted	2704	CIS	104	002	Undergraduate	2.000	Standard	Letter	Desktop Management

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

How to find position in Waitlist

1. Student's position or priority is viewed in Student Detail Schedule.

Student Detail Schedule

Total Credit Hours: 0.000

Desktop Management - CIS 104 - 002

Associated Term: Fall 2011
CRN: 2704
Status: Waitlisted on Jul 07, 2011
Waitlist Position: 0
Notification Expires: Jul 07, 2011 02:58 pm
Assigned Instructor: Connie A. Klingshirn

Grade Mode: Standard Letter
Credits: 0.000
Level: Undergraduate
Campus: Archbold (Main)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule
Class	2:00 pm - 3:40 pm	W	B Building	B203	Aug 24, 2011 - Dec 14, 2011 Lecture

Technical Communications - EN 210 - 801

Associated Term: Fall 2011
CRN: 2398
Status: Waitlisted on Jul 07, 2011
Waitlist Position: 3

Notification to student of opening

1. Notification is sent on a first-come, first serve basis in real-time when an opening becomes available.

Waitlist Tutorial for Students[1]

- The student has to change from "Waitlisted" to "Web Register" in Add/Drop link and press Submit Changes.
- Deadline to change from waitlisted to register is within 24 hrs of notification. The notification states the expiration deadline.
- If a student does not register for waitlisted course by the deadline then the next student in line is sent an email.
- The student who missed deadline may waitlist for the course again.
- If a student drops a course which has an active waitlist (OOPS!) he/she cannot re-enroll... and must waitlist for the course again.
- The last day to waitlist for the term is the day before that part of term begins.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Sep 26, 2011	None	3071	CJT	220	001	Undergraduate	3.000	Standard Letter	Law Enforcement in Am. Society
Registered on Sep 26, 2011	None	3072	CJT	240	001	Undergraduate	3.000	Standard Letter	Criminal Evidence & Procedure
Waitlisted on Oct 05, 2011	None Web Drop **Web Registered**	2704	CIS	104	002	Undergraduate	0.000	Standard Letter	Desktop Management

Total Credit Hours: 6.000
 Billing Hours: 6.000
 Minimum Hours: 0.000
 Maximum Hours: 20.000
 Date: Oct 05, 2011 12:29 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

How to remove Waitlist

- If you do not want to be waitlisted for the course, please be considerate of others and remove yourself from the waitlist.
- Select "Web Drop" from Action.
- Press Submit Changes.

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Sep 26, 2011	None	3071	CJT	220	001	Undergraduate	3.000	Standard Letter	Law Enf
Registered on Sep 26, 2011	None	3072	CJT	240	001	Undergraduate	3.000	Standard Letter	Criminal
Waitlisted on Oct 05, 2011	None Web Drop	2704	CIS	104	002	Undergraduate	0.000	Standard Letter	Desktop

Total Credit Hours: 6.000
 Billing Hours: 6.000