

# Waitlist Tutorial For Learners

## 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<br>Cap | WL<br>Act | WL<br>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 |  |  |  |
|--------------------------|------|-----|-----|-----|---|-------|-----------------|----|-------------------|----|---|---|--|--|--|

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 Changes 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

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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<br>None<br>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. Learner's position or priority is viewed in Student Detail Schedule.

Student Detail Schedule

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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 - ENR 210 - 801**

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

## Notification to learner of opening

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

2. The learner has to change from "Waitlisted" to "Web Register" in Add/Drop link and press Submit Changes.
3. Deadline to change from waitlisted to register is within 24 hrs of notification. The notification states the expiration deadline.
4. If a learner does not register for waitlisted course by the deadline then the next learner in line is sent an email.
5. The learner who missed deadline may waitlist for the course again.
6. If a learner drops a course which has an active waitlist (OOPS!) he/she cannot re-enroll... and must waitlist for the course again.
7. 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<br>None<br>Web Drop<br>**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

1. If you do not want to be waitlisted for the course, please be considerate of others and remove yourself from the waitlist.
2. Select "Web Drop" from Action.
3. 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<br>None<br>Web Drop | 2704 | CIS  | 104  | 002 | Undergraduate | 0.000 | Standard Letter | Desktop  |

Total Credit Hours: 6.000  
 Billing Hours: 6.000