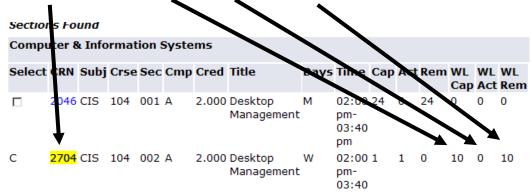
Waitlist Tutorial For Learners

How to waitlist for a course (Quick Steps)

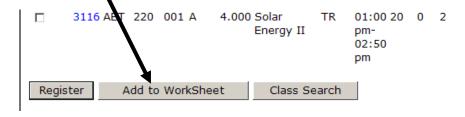
- 1. In the Add/Drop link enter CRN in the "Worksheet" section.
- 2. Press Submit Changes.
- 3. From drop-down action select Waitlist.
- 4. Click Submit Changes.

How to find the CRN

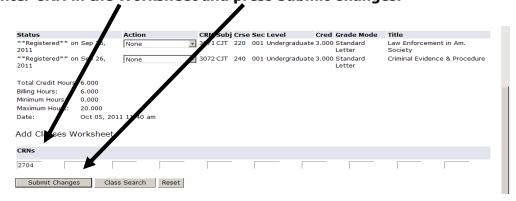
1. Find the CRN and see Waitlist Capacity/Actual/Remaining count.



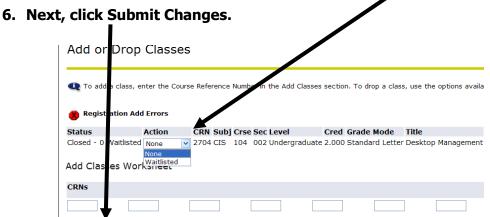
2. Next, click Add to Worksheet to go to back Add/Drop page with the Worksheet.



3. Enter CRN in the Worksheet and press Submit Changes.



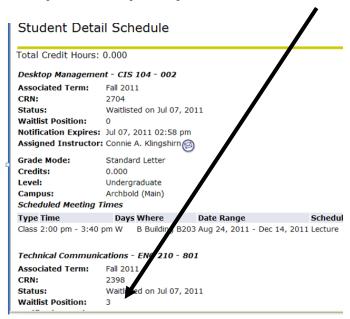
- 4. A Registration Add Error will appear.
- 5. In the "Action" column from the drop-down select "Waitlist". If you no longer want to waitlist for the course then select "None".



How to find position in Waitlist

Submit Changes Class Search Reset

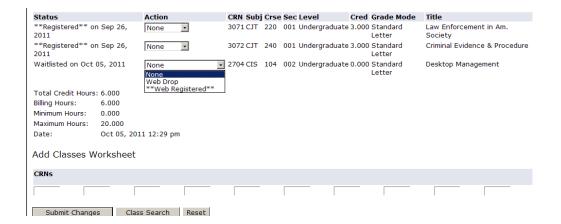
1. Learner's position or priority is viewed in Student Detail Schedule.



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.
- 8. The waitlist expires on the first day of the term and waitlisted learners are dropped from the waitlist.



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 availist.

Current Schedule

