

# 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 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
<div>Register Add to WorkSheet Class Search</div>												

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

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Registered** on Sep 15, 2011	<input type="text" value="None"/>	3071	CJT	220	001	Undergraduate	3.000	Standard Letter	Law Enforcement in Am. Society
**Registered** on Sep 26, 2011	<input type="text" value="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

Submit Changes Class Search Reset

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

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 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

## 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	<div>None</div>	3071	CJT	220	001	Undergraduate	3.000	Standard	Letter	Law Enf
***Registered*** on Sep 26, 2011	<div>None</div>	3072	CJT	240	001	Undergraduate	3.000	Standard	Letter	Criminal
Waitlisted on Oct 05, 2011	<div>None</div>	2704	CIS	104	002	Undergraduate	0.000	Standard	Letter	Desktop
	<div>None</div>									
	<div>Web Drop</div>									

Total Credit Hours: 6.000

Billing Hours: 6.000

\*\*\*Registered\*\*\* on Sep 26, 2011