Waitlisting

Effective summer and fall 2017 registration, students will have the option to waitlist a class if the class is full. Only those sections with an option to wait list will appear.

When you attempt to register for a class that has a waitlist, you will see this:

From the dropdown box under Action, select Wait List. When you click Submit Changes, you will be added to the Wait List.

The Status message **Closed – 0 Waitlisted** (as seen above) means that the class is closed and there is no one on the waitlist. If the message read **Closed – 3 Waitlisted** that would mean the class is closed and there are three people are on the waitlist. If you added yourself to the list, you are become 4th in line.

If the waitlist is full, you will see this message:

There will be no option to add yourself to the waitlist. Please review the schedule to select another class.

When a seat becomes available, you will receive an email that informs you that you have 24 hours to register for the class. If you do not register within that 24 hour time limit, the spot will no longer be available and will be offered to the next student in the wait list line. If you are within your 24 hour limit and choose to register, you will see this:

You will be able to choose either to register for the class or remove yourself from the waitlist. You must click Submit Changes.

If you want to remove yousrelf from the waitlist before the seat opens up for you, please go online and choose to be dropped from the list:

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Wait List on Nov 14, 2016	None / **Web Dropped**	81335	ENGL	1312	01	Undergraduate	0.000	Normal	Composition II

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Nov 14, 2016 11:25 am

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes]   [Class Search]   [Reset]

This is the email notification the student will receive:

Dear <Student Name>

A seat has become available in CRN 81335 ENGL 1312 01 Composition II

As the next student on the waitlist, you have until 15-NOV-2016 11:44 AM to register for the course. After 15-NOV-2016 11:44 AM if no action is taken, you will automatically be dropped from the waitlist and the seat will be offered to the next student.

It is your responsibility to register for the class or remove yourself from the waitlist. You can do this by logging in to MyWord and choosing Bannerweb>Student Services>Add or Drop Classes. Change your status in the class from Waitlisted to WEB REGISTERED to add the class or WEB DROPPED to remove your name from the waitlist. Click Submit Changes.

Please do not reply to this message as it was sent from an address that is not monitored.