



WSU  
WAITLIST  
TUTORIAL

*For Students*

# What is Waitlisting?

- Waitlisting is an option for students who encounter classes that are full but may still want to try to register, if a seat opens again.

# How does Waitlisting work?

- Students who attempt to register for a class that is full or ‘closed’ may put themselves on a waiting list.
- When an open seat becomes available, an email will be sent to the next student in the Waitlist queue via their Wildcat email address.
- The student will have 24 hours from the delivery of the email to add the class.
- All Holds and Registration Restrictions will still apply to be eligible to waitlist a class.

# How do I get on a Waitlist?

- As you are searching or registering for classes you may find a 'FULL' class that you may be interested in taking.
- Hover over the information inside the **Status** column to see if there is waitlist information. (If the Add button is grayed out, the class is full without a waitlist option.)
- Click on the **Add** button to put this class on your **Summary** list of classes below.
- In the **Action** column, the class will show as **Pending**. Click on the drop-down arrow, click on **Waitlisted** and click on the **Submit** button. In your **Schedule** or **Schedule Details** on the left you will now see the Waitlisted course.

# Class Status column

 <b>FULL: 0 of 30...</b>  3 of 5 waitlist...	 <b>FULL: 0 of 30 seats remain.</b>  3 of 5 waitlist seats remain.
1 of 28 seats rem... 5 of 5 waitlist seat...	<input type="button" value="Add"/>

- The red FULL message states that the class is already full
- But the blue message states that there are 3 remaining seats on the waitlist but 2 waitlisted students are ahead of you. This means 3 registered students would need to drop the class before you would get your 24-hour registration opportunity.

# Waitlist Queue

- Waitlisting is done on a first-come, first-serve basis.
- If your waitlist position is number 1 (one), it means that you are next in line to receive an email when an open seat becomes available.
- If you are in the number 1 position when a seat becomes available, you will move into the number 0 (zero) position and an email will be sent to your Wildcat email address.
  - **Note:** we highly encourage you to ensure that you have space available in your Wildcat email account. If your mailbox is full, the message will bounce and be undeliverable.
- With a 0 position you will be able to register for the class.

# How can I see my Waitlist Position?

- Click on the **Schedule Details** tab.
- On the waitlisted class click on the small arrow to the left of the title to open the Messages.
- Notice the **Waitlist Position** of 1 (one) which is next in line when a seat becomes available.

The screenshot shows a web interface for a class schedule. At the top, there are two tabs: "Schedule" and "Schedule Details". The "Schedule Details" tab is selected and circled in red. Below the tabs, the page displays "Class Schedule for Fall 2015" with instructor information: "Instructor: [Smith, Tracey](#) (Primary)" and "CRN: 22612". A horizontal dotted line separates this from the class details. The class title is "[A Introduction to Visual Arts](#), Art 1010, Section 0 | Class Begin: 08/31/2015 | Class End: 10/22/2015", with a green "Waitlisted" badge to the right. A small downward arrow to the left of the class title is circled in red. Below the title, the schedule shows dates "08/31/2015 -- 10/22/2015", a day-of-week selector "S M T W T F S", and "05:30 PM - 08:30 PM Location: WSU Main Building: Kimbal Visual Art Room: 143". Further down, it lists "Instructor: [Stones, Steve](#) (Primary)" and "CRN: 22320". The bottom section contains a "Message: Wait List 09/22/2015 | Hours: [object Object] | Level: Undergraduate | Campus: WSU Main | Schedule Type: Lecture | Instructional Method: Face-to-Face | Grade Mode: Standard A-E(+/-), W | Waitlist Position: 1 | Notification Expires: None". The text "Waitlist Position: 1" is circled in red.

# The wait is over!!

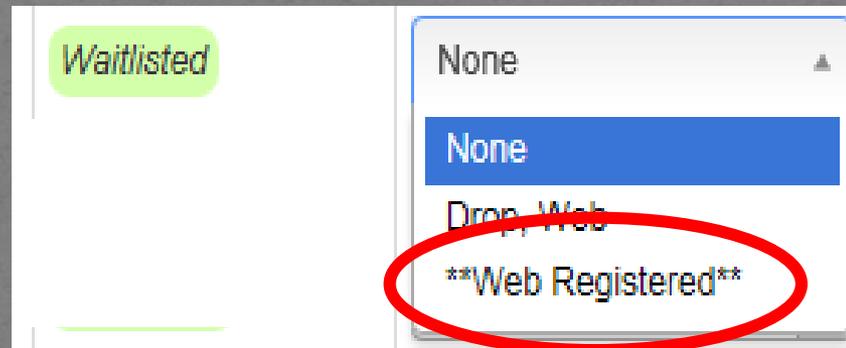
- When the **Waitlist Position** turns to 0 (zero) the student will receive an email notification in their Wildcat email account, stating that the class is now available.
- The **Notification Expires** 24 hours after it was sent.
- Check your email daily if you are waiting on a waitlist!
- If you change your mind and no longer wish to be on a waitlist, please drop the class so that others may move up.

# I got an Email Notification!

- If you have waitlisted a class you will need to check your Wildcat email daily! You will have a 24-hour period to add the waitlisted class.
- The email will give the information of the class that is open for registration and the deadline.
- If you are already registered for the same class but a different section, you will need to drop that section before you will be able to add the new waitlisted section.
- If you are registered for other waitlisted sections or other classes that you no longer want, please drop them. This will enable other students to move up on the waitlist.

# How do I change from Waitlisted to Registered?

- Once an email notification is sent, the student will have 24 hours to go to their student portal to change the **Status** from **Waitlisted** to **Registered**.
- In the **Action** column, choose **Web Registered**.
- **Submit**.



# How do I get off of a Waitlist?

- Waitlisted classes can be dropped like any other class. Choose **Drop, Web** in the **Action** column.
- If the student never gets off the waitlist, the waitlisted class will be purged from the student's schedule at the beginning of the second week of school.

# Summary

- Register for classes in your student portal and if a class is full, check to see if a waitlist is offered and has waitlist seats available. **Remember, there is never a guarantee that being on a waitlist will result in getting registered for that class.**
- Add yourself to the waitlist. Remember that the same restrictions and/or Holds will stop you from registering on a waitlist also.
- **Check your Wildcat email daily for a waitlist notification and take action within 24 hours of the delivery of the email.**
- Register for the waitlisted class. If you have already registered for another section of the same class, be sure to drop the unwanted section first.
- If you no longer wish to be on a waitlist, drop the class so that others may move up on the list.
- Registration, online overrides, and waitlisting will end on the Friday of the 1<sup>st</sup> week of school at midnight. You must have permission to add classes late starting the 2<sup>nd</sup> week of school.
- If you have any questions or concerns about waitlisting, please contact the Registration Office at [registration@weber.edu](mailto:registration@weber.edu) or by phone at 801-626-6100.