1-WAITLIST TUTORIAL FOR STUDENTS

2-What is Waitlisting?
- Waitlisting is an option for students who encounter classes that are 'closed' but may still want to try to register, if a seat opens again.
- Check the **WL** header in the **Class Search** to see if the class you want is participating in the waitlisting option.

3-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.

4-How do I get on a Waitlist?
- In the 'Class Search' you may find a 'C' Closed class that you may be interested in taking.
- Look under the **WL CAP** column (**Wait List CAPacity**) to check if there is a waitlist option offered. Look under the **WL REM** column (**Wait List REMaining**) to check if there are any spaces left on the waitlist.
- Enter the **CRN** (Course Reference Number) in one of the boxes under **Add Classes Worksheet** and **Submit Changes.**
- In the **Action** column, click on the drop-down arrow and click on **Waitlist** and **Submit Changes**. In your **Current Schedule** you will see the Waitlisted course.

5-Log in to your WSU Student Portal>Student Services Tab>Registration (Add/Drop)>Class Search
- Under the **Select** Column:
  - **NR**=indicates that there is a registration restriction. You will not be able to register for that class.
  - **Box**=indicates that the class is open and you can click in the box to register.
  - **C**=indicates that the class is closed. Check the WL column for waitlist availability.

6-Are there still seats open for registration?
  In the Class Search:
- **Cap**=Capacity of students that can register for the class.
- **Act**=Actual number of students registered.
- **Rem**=Remaining seats available.

7-Does the closed class have a Waitlist option available?
  In the Class Search:
- **WL Cap**=Waitlist Capacity of students that can register for the class on the waitlist
- **WL Act**=Waitlist Actual number of students registered on the waitlist
- **WL Rem**=Waitlist Remaining seats available on the waitlist

8 & 9-Getting on a Waitlist.
- Enter the **CRN** (course reference number) in the **Add Classes Worksheet** box.
- **Submit Changes**
- Because the class is closed, a **Registration Add Error** shows.
- In the **Action** column, choose **Wait List**.
- **Submit Changes**.

10-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.

11-How can I see my Waitlist Position?
- Log in to your WSU Student Portal>Student Services Tab>Registration Menu, and choose **View My Detailed Schedule**.
- The **Status** reminds the student that the class is on the Wait List only and is not registered for the class at this point.
- Notice the **Waitlist Position** of 1 (one) which will be the next in line when a seat becomes available.

12-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 wait list!
- If you change your mind and no longer wish to be on a waitlist, please drop the class so that others may move up on the list.

13-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.

14-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 Changes**.

15-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.

16-Summary
- Register for classes in your student portal and if a class is closed, check to see if a WL (waitlist) is offered and has waitlist seats available. <u>Remember, there is never a guarantee that being on a waitlist will result in getting registered for that class</u>.
- Add yourself to the waitlist. Remember that the same restrictions and/or Holds will stop you from registering on a waitlist also.
- <u>Check your Wildcat email daily for a waitlist notification and take action within 24 hours of the delivery of the email.</u>
- 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 1st week of school at midnight. You must have permission to add classes late starting the 2nd week of school.
- If you have any questions or concerns about waitlisting, please contact the Registration Office at registration@weber.edu or by phone at 801-626-6052.