

Course Waitlist Guide

If a course for which you would like to register is filled to capacity, you may have the option to join an electronic waitlist. Below are instructions for effectively navigating the waitlist process. Please note that not all courses offer an electronic waitlist.

Joining a Waitlist

To determine if a course offers a waitlist, look at the column “WL Cap” (Waitlist cap). “WL Act” indicates the number of students on the waitlist, and “WL Rem” indicates the number of waitlist seats remaining. In this example, HIS 154 has a WL Cap of 9. This indicates that up to 9 students can join the waitlist for this class. There are no students on the waitlist (WL Act), indicating that there are 9 waitlist spots remaining (WL Rem).

Sections Found

History

| Select | CRN | Subj | Crse | Sec | Cmp | Cred | Title | Days | Time | Cap | Act | Rem | WL Cap | WL Act | WL Rem | XL Cap | XL Act | XL Rem | Books | Instructor | Date (MM/DD) | Location | Attribute |
|-------------------|-------|------|------|-----|-----|-------|--------------------------|------|-------------------|-----|-----|-----|--------|--------|--------|--------|--------|--------|---------------------------|-----------------------------|--------------|----------|--|
| C | 40767 | HIS | 154 | D01 | D | 3.000 | Forging the Modern World | MWF | 08:00 am-08:50 am | 35 | 35 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | View Book | Theodore Joseph Zeman (P) | 08/27-12/18 | MH 161A | Signature Course (New GEP) and Undergraduate |
| C | 40768 | HIS | 154 | D02 | D | 3.000 | Forging the Modern World | MWF | 09:05 am-09:55 am | 35 | 35 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | View Book | Theodore Joseph Zeman (P) | 08/27-12/18 | MH 161A | Signature Course (New GEP) and Undergraduate |
| C | 41763 | HIS | 154 | D19 | D | 3.000 | Forging the Modern World | MWF | 10:10 am-11:00 am | 35 | 35 | 0 | 9 | 0 | 9 | 0 | 0 | 0 | View Book | Alexandra L. Montgomery (P) | 08/27-12/18 | MCS 004 | Signature Course (New GEP) and Undergraduate |

- If a course is filled, write down or copy the CRN for the course (the 5-digit number highlighted in blue above)

- On the Registration Add/Drop page, enter the **CRN** in a box on the “Add Classes Worksheet” at the bottom of the page. Click **Submit Changes**.

Registration Add/Drop

Fall 2015
Oct 20, 2015 05:51 pm

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class, enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the pull-down lists in the Action field. If no options are listed in the Action field, the class may not be dropped. When add/drop selections are made, click Submit Changes. You may click Class Search to review the class schedule.

Add Classes Worksheet

CRNs

- When the class appears, select "WaitList" from the drop down box and click Submit Changes again.

Registration Add/Drop

Use this interface to add or drop classes for the selected term. If you ha Successfully section. Additional classes may be added in the Add Class table. Classes may be dropped by using the pull-down lists in the Action add/drop selections are made, click Submit Changes. You may click Class Search to review the class schedule.

X

Registration Add Errors

| Status | Action | CRN | Subj | Crse |
|-----------------------|---|-------|------|------|
| Closed - 0 Waitlisted | <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> None WaitList </div> | 41989 | PHL | 250 |

Add Classes Worksheet

CRNs

Accepting a Waitlist Seat

If a seat opens, the first person on the waitlist will receive notification by SJU email; that person has 24 hours to register via the Nest.

Please note: during the add/drop period (typically the first week of class) a student only has 12 hours to register. Given this, it is important to check your SJU email at least two times per day.

- On the Registration Add/Drop page, select the “Web Registered” option from the drop down menu for the course and submit changes
- The course will now appear as “Web Registered” on your worksheet. Remember to drop other waitlist courses if your schedule is finalized
- If the seat is not claimed, then it will be opened to the next person on the waitlist. There is no limit on how many courses for which you can waitlist yourself.