Join a Waitlist

Maximize your chance of getting into the closed course you want/need
Fall 2021 Registration

- Overrides into closed courses will not be permitted at this time due to classroom space restrictions.
- Joining the electronic waitlist gives you the best chance of getting into a closed course.
- If there is no electronic waitlist, please contact the academic department to ask about alternative waitlist options.
About Waitlists

Joining a waitlist is an efficient way to maximize your chance of getting into a course that has no seats remaining.

You can put yourself on more than one waitlist, even for the same class.

Register for five courses while you wait for seats to open.

How do I know if a course has a waitlist?

- View the Status column in course schedule
- It will indicate if there is a waitlist and how many open seats remain

This course has a 5-seat waitlist
How to join a waitlist

Registration Tools

Access Student Profile

Self-Service Course Registration
(formerly NEW-Self-Service Course Registration)

Still Need Help?

For all academic and curriculum issues, please reach out to your academic advisor. For additional assistance, you may reach out to your respective advising centers:

- CAS/SHSE Advising Support Center
- Haub Advising Center
- HSB Graduate Advising
- Professional and Liberal Studies
- Haub Degree Completion
Click on Register for Classes
Select a Term

- Select the correct term
- Click Continue
Enter CRNs

You will not be able to click the “Add” button for a closed course on the course schedule.

Enter the CRN for the closed course on your registration worksheet

Click “Add to Summary” and then “Submit”
Registering for a Waitlist

- When you submit your CRN, you will get a “Closed Course” registration error
- Using the drop down, select “waitlist” and submit
Confirm that you are waitlisted - check your summary
Next Steps

- If you have an extraordinary need, contact the Academic Department to let them know your circumstance and that you are on the waitlist.
- Check your SJU email frequently - at least two times a day.
- You will automatically receive an email if a seat becomes available.
- After you receive notification that a seat is open, you have 24 hours to register for the seat (12 hours during the add/drop week).
- If you do not register in this window, the seat will go to the next person in line.
When you get an invitation to register for the class

- Log into your registration area
- In the summary block, click on the Action drop down menu next to the course.
- Select “web registered” and submit changes
- Check your schedule to confirm that the course is now listed as **web registered** and appearing on your class schedule.
Trouble Registering...

If you do not have the option to register for the course for which you received notification:

● Confirm that your window of time has not expired
  ○ If you missed the window of opportunity you will need to add yourself back onto the wait-list if available

● Confirm that your course load does not exceed your maximum number of credits
  ○ If you are already registered for 5 courses, drop one to add this waitlisted course.

● Confirm there is not a time conflict between the courses for which you are already registered and the waitlisted course
Questions? Contact your Advising Center

Advising Support Center for CAS and SHSE
Barbelin 117
610-660-2631
casadvising@sju.edu
shseadvising@sju.edu
www.sju.edu/cas/advising

HSB Advising Center
Mandeville 150
610-660-3420
hsbadvisingcenter@sju.edu
www.sju.edu/hsbadvising