Waitlist Guide

This guide provides instructions on how to join a waitlist for a closed class.

Joining a Waitlist

If the course is closed, it may offer the option of an electronic waitlist. To determine if a course offers a waitlist, look at **Waitlist Capacity**. **Waitlist Actual** indicates the number of students on the waitlist, and **Waitlist Remaining** indicates the number of waitlist seats remaining.

In this example, ENG 461 has a **Waitlist Capacity** of 2. This indicates that up to 2 students can join the waitlist for this class. There are 0 students on the waitlist (**Waitlist Actual**), indicating that there are 2 waitlist spots remaining (**Waitlist Remaining**).

*In order to access this Enrollment/Waitlist page, Browse Classes for ENG 461, click the Food Writing Lecture title link, then click the Enrollment/Waitlist tab.*
• If a course is filled, write down or copy the CRN for the course and click **Add to Worksheet**.
• On the Add/Drop page, enter the **CRN** in the boxes at the bottom of the page. Click **Submit Changes**.

### 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.