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 10. This indicates that up to 10 students can join the waitlist for this class. There are no students on the waitlist (WL Act), indicating that there are 10 waitlist spots remaining (WL Rem).

- 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.

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