

## Wait Listed Sections Spring 2024

Wait listing is set-up only for these sections in the full spring term (Jan. 16-May 9) BIBL 201, STAT 269, THEO 205, and THEO 207. In order to understand how wait listing works, please review the following information.

Waitlisted sections **do not** count as registered sections.

Students will receive an email notification if/when a seat becomes available in the waitlisted section. Students will have 48 hours after the email notification to update their registration. If no action is taken within 48 hours, the student will be removed from the waitlist.

A student may register for a less desirable meeting time of one of these courses and waitlist the desired meeting time. If a seat becomes available in the desired section, the student will need to DROP the undesired section before the system will permit registration in the desired section.

### How Wait Listing Functionality Works...

1. If the section you attempt to register is full and wait list seats are available, the following will display after you click 'Submit Changes'. Note the "Registration Add Errors" heading.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Fundamentals of Music Theory	MUGE 101, 01	3	1356	General Ed...	Errors Preventing Regist...	Remove
Fundamentals of Oral Commun...	COMM 105, 07	3	1158	General Ed...	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

2. Students should select the 'Waitlisted' Action via the drop down button.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Fundamentals of Music Theory	MUGE 101, 01	3	1356	General Ed...	Errors Preventing Regist...	Remove
Fundamentals of Oral Commun...	COMM 105, 07	3	1158	General Ed...	Registered	Remove **Registered (by student)** Waitlisted

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

3. The student must then click the "**Submit Changes**" button.
4. The student's registration screen will then display the following.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Fundamentals of Music Theory</a>	MUGE 101, 01	0	1356	General Ed...	Waitlisted	<input type="text" value="None"/>
<a href="#">Fundamentals of Oral Commun...</a>	COMM 105, 07	3	1158	General Ed...	Registered	<input type="text" value="None"/>

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

- When the student receives the email stating a seat has opened in the section, the student will need to go back to the Registration Menu in SSB and select **“Web Registered”** under **“Action”** for the waitlisted section and click **“Submit”**. *It is advisable to check the **“Conditional Add and Drop”** box next to the submit button when dropping a registered section of a course to add another course. This feature will prevent the drop if the new course cannot be added for any reason.*
- \*\*Reminder:** If the student registered for another section of the desired course as a ‘placeholder,’ they will need to DROP that section before the system will permit registration in the desired section. ”.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Fundamentals of Music Theory</a>	MUGE 101, 01	0	1356	General Ed...	Waitlisted	<input type="text" value="None"/>
<a href="#">Fundamentals of Oral Commun...</a>	COMM 105, 07	3	1158	General Ed...	Registered	<input type="text" value="None"/>

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

- After selecting **“Web Registered”** from the drop down, student must click the **“Submit Changes”** button to save this update. The student is officially registered for the section when the green **“registered”** status is displayed.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Fundamentals of Music Theory</a>	MUGE 101, 01	3	1356	General Ed...	Registered	<input type="text" value="None"/>
<a href="#">Fundamentals of Oral Commun...</a>	COMM 105, 07	3	1158	General Ed...	Registered	<input type="text" value="None"/>

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18