

## Waitlist Information

For those sections that have waitlisting enabled, students will be able to add themselves to a waitlist when the section is closed. If a seat becomes available, the first person on the waitlist will be notified by email that they may register for the section. The student has 24 hours to adjust their schedule using the waitlisted section. Once the time period expires, the next student on the waitlist will be notified.

You can tell if a course has a waitlist by logging into Web for Students, searching for a course to add, and looking at the “WL Cap”, “WL Act” and “WL Rem” columns. The columns show the waitlist cap, the actual number of students already on the waitlist, and how many waitlist spots remain.

Personal Information Student Services

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Look-Up Classes to Add: Jane Q. Student  
Fall 2014  
Mar 24, 2014 11:46 am

To register for classes, check the box in front of the CRN and click Register or Add to Worksheet (be aware that other students may close courses that are pending on the worksheet).

**Sections Found**  
Biology

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	Instructor	Date (MM/DD)	Location	Attribute
NR	30641	BIOL	220	02H	M	0.000	Cell Biology-Lab	R	08:30 am-12:30 pm	16	0	16	0	0	0	0	0	0	John H. Hayden (P)	09/02-12/15	MSC 114	ARTS and Biology Req-Cellular Molecular and No Exam
NR	30640	BIOL	220	02T	M	0.000	Cell Biology-Lab	T	08:30 am-12:30 pm	16	0	16	0	0	0	0	0	0	Lise D. Wilson (P)	09/02-12/15	MSC 114	ARTS and Biology Req-Cellular Molecular and No Exam
NR	31950	BIOL	220	03W	M	0.000	Cell Biology - Lab	W	08:30 am-12:30 pm	16	0	16	0	0	0	0	0	0	A. ...	09/02-12/15	MSC 114	ARTS and Biology Req-Cellular Molecular and No Exam
NR	30639	BIOL	220	05	M	4.000	Cell Biology	MWF	10:20 am-11:20 am	35	0	35	40	0	40	0	0	0	John H. Hayden (P)	09/02-12/15	SIENA 122	ARTS and Biology Req-Cellular Molecular
NR	30016	BIOL	220	06	M	4.000	Cell Biology	TR	11:10 am-12:35 pm	35	0	35	0	0	0	0	0	0	Kenneth W. Helm	09/02-12/15	RB 250	ARTS and Biology Req-

To register for a waitlisted section, sign into Web for Students after your assigned registration time, go to the registration page, click “Add or Drop Classes,” enter the CRN of the section and click “Submit Changes.” This results in a “Registration Add Error”; Example: “Closed – 0 Waitlisted” (meaning the section is full and there are no students on the waitlist) or “Open – Reserved for Waitlist” (meaning there is an open seat but it is reserved for a waitlisted student who is at the top of the waitlist).

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	30002	ENVA	430	1	Undergraduate	3.000	Standard		The Adirondack Environment


### Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

In the Action box, click on the drop-down menu and select "Waitlisted" then click the Submit Changes" button. You will see the current date and a registration status of "Waitlist."

## Current Schedule



Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Waitlist on Mar 24, 2014	None	30002	ENVA	430	1	Undergraduate	0.000	Standard		The Adirondack Environment

Total Credit Hours: 0.000

Billing Hours: 0.000

Minimum Hours: 0.000

Maximum Hours: 19.000

Date: Mar 24, 2014 01:54 pm

## Add Classes Worksheet

### CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes

Class Search

Reset

You can check your position on the waitlist from the Registration menu's link "Student Detail Schedule & Buy Books Now."



UNIFIEDDIGITALCAMPUS

Personal Information Student Services

Search  Go

## Student Detail Schedule:

Total Credit Hours: 0.000

### *The Adirondack Environment - ENVA 430 - I*

Associated Term: Fall 2014

CRN: 30002

Status: Waitlist on Mar 24, 2014

Waitlist Position: 1

Notification Expires: Mar 21, 2014 09:30 am

Assigned Instructor:

Grade Mode: Standard

Credits: 0.000

Level: Undergraduate

Campus: Main

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Buy Books Now

When a student registered for a closed section drops, the next person on the waitlist will receive an email like the one below.

*Dear Jane Student,*

*A seat has become available in CRN 43109 PHIL 101 section 23 - a waitlisted section. Being that you are the first person on the waitlist, you have until 21-MAR-2015 05:47 PM to register for the section. You may add this section to your schedule during the designated time period. Once the time frame has expired, the open seat will be offered to the next person on the waitlist. Once the 24 hour period has expired and the next student on the waitlist has been notified, you have the option of putting yourself back on the waitlist, but you will be last on the list. If the course requires a linked lab, you must register for both sections at the same time. School of Science students must register for the lecture and both linked labs, if offered.*


*If you are registered in another class during the same time slot or another section of the same course, you must drop the other section and add the waitlisted section at the same time.*

*Thank you*

As long as it's within 24 hours of when the email message was sent, the notified student may log into Web for Students and register for the waitlisted section. If the student does not register within 24 hours, the next student on the waitlist will receive an email telling them they can register for the course. To register for the course, log into Web for Students, go to the Registration menu and choose "Add/Drop Classes." From the pulldown menu for the course status, choose "Web Registered" and click the "Submit Changes" button.

**NOTE: School of Science students must waitlist both labs and the lecture for a course!**

### Current Schedule



Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Waitlist on Mar 25, 2014	**Web Registered**	30002	ENVA	430	1	Undergraduate	0.000	Standard		The Adirondack Environment

Total Credit Hours: 0.000

Billing Hours: 0.000

Minimum Hours: 0.000

Maximum Hours: 19.000

Date: Mar 25, 2014 09:26 am

### Add Classes Worksheet



**CRNs**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Contact your School Office if you have questions or problems registering for waitlisted courses!