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.

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).
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**

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waitlist on Mar 24, 2014</td>
<td>None</td>
<td>300002</td>
<td>ENVA</td>
<td>430</td>
<td>1</td>
<td>Undergraduate</td>
<td>0.000</td>
<td>Standard</td>
<td>The Adirondack Environment</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>CRN</th>
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<th>CRN</th>
<th>CRN</th>
<th>CRN</th>
</tr>
</thead>
</table>

Submit Changes  Class Search  Reset

You can check your position on the waitlist form the Registration menu’s link “Student Detail Schedule & Buy Books Now.”

**Student Detail Schedule:**

*The Adirondack Environment - ENVA 430 - 1*

**Associated Term:** Fall 2014
**CRN:** 300002
**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

Return to Previous  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!

Contact your School Office if you have questions or problems registering for waitlisted courses!