

## Waitlisting - Student Information

Waitlisting is a new feature that allows students to waitlist a class that has met its maximum enrollment limit. Waitlisting is offered on a "first-come, first-serve" basis and is not available on all scheduled classes for a term. Once a seat has become available, the student will receive an email notification to register for the class. Students will have 24 hours to register for the open seat before forfeiting it to the next spot in line.

### Instructions on how to waitlist a course

1. Log into Port



2. Select SHIP



3. Select Student Services & Financial Aid

### **Student Services & Financial Aid**

4. Select Registration

### **Registration**

5. Select Add/Drop

### **Add/Drop Classes**

6. Select Term

Select a Term: Fall 2016 ▼

Submit

7. Add CRN directly to worksheet & click submit changes

### **Add Classes Worksheet**



8. Select action dropdown & select waitlist

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	None	81055	BIOL	1103L 001	Undergraduate	0.000 Normal	CONCEPTS OF BIOLOGY LAB

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"/>	<input type="text"/>
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Submit Changes Class Search Reset

9. Click submit changes

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	Wait List	81055	BIOL	1103L 001	Undergraduate	0.000 Normal	CONCEPTS OF BIOLOGY LAB

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"/>	<input type="text"/>
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Submit Changes Class Search Reset

10. Review final confirmation screen

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Wait List on Mar 08, 2016	None	81055	BIOL	1103L 001	Undergraduate	0.000 Normal	CONCEPTS OF BIOLOGY LAB

Total Credit Hours: 0.000  
Billing Hours: 0.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Mar 08, 2016 09:46am

Instructions on how to remove a waitlisted course

1. To remove a waitlisted course select the action bar and choose "Web Drop" and click submit changes.

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
Wait List on Mar 08, 2016	None	81055	BIOL	1103L 001	Undergraduate	0.000 Normal	CONCEPTS OF BIOLOGY LAB

Total Credit Hours: 0.000  
Billing Hours: 0.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Mar 08, 2016 10:35am

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"/>	<input type="text"/>
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Submit Changes Class Search Reset

To register for a waitlisted course when a seat becomes available

1. To register once a seat becomes available select the action bar and chose "Web Registered" and click submit changes.

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade	Mode	Title
Wait List on Mar 08, 2016	None None Drop - Web <b>**Web Registered**</b>	81055	BIOL	1103L 001	Undergraduate	0.000	Normal	CONCEPTS OF BIOLOGY LAB
Total Credit Hours:	0.000							
Billing Hours:	0.000							
Minimum Hours:	0.000							
Maximum Hours:	18.000							
Date:	Mar 08, 2016 09:48am							

**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"/>	<input type="text"/>	<input type="text"/>
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Other information about waitlisted courses

1. The waitlist of a term is closes the Friday before the start of a term.
2. The student cannot waitlist for a class until his/her time ticket is opened.
3. The student cannot register for a waitlisted course if registration errors exist.
4. The student will not be billed for a waitlisted course until it is converted over to a registered course.
5. If a student has waitlisted a lecture or lab that has a corresponding class, they must be registered together if a seat becomes available. Students must add the CRN to the worksheet at the same time as selecting "Web Registered" for the waitlisted course to prevent registration errors. Example below.

Status	Action	CRN	Subj Crse	Sec Level	Cred	Grade	Mode	Title
Wait List on Mar 08, 2016	None None Drop - Web <b>**Web Registered**</b>	81055	BIOL	1103L 001	Undergraduate	0.000	Normal	CONCEPTS OF BIOLOGY LAB
Total Credit Hours:	0.000							
Billing Hours:	0.000							
Minimum Hours:	0.000							
Maximum Hours:	18.000							
Date:	Mar 08, 2016 09:48am							

**Add Classes Worksheet**

**CRNs**

<input type="text" value="81053"/>	<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"/>	<input type="text"/>
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