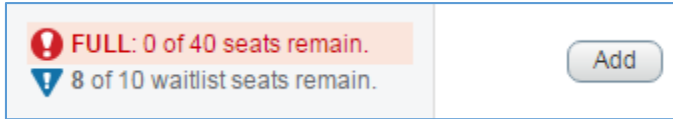


HOW TO USE WAITLISTING

Waitlisting allows you to request to be notified if a seat becomes available in a full class. Not every class offers waitlisting. Waitlist is prioritized first-come, first-served. There is a capacity to the total number of students who can be added to the waitlist. No student is automatically moved from the waitlist to enrolled status. Corequisites, prerequisites, and links for waitlisted courses still apply the same way as actively registering for classes. Waitlisted coursework cannot meet enrolled coursework requirements.

1. Click Add next to the full class which still has waitlist seats remaining

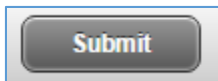


2. The class will appear in your Summary with the Status of *Pending* and the Action of *Web Registered*

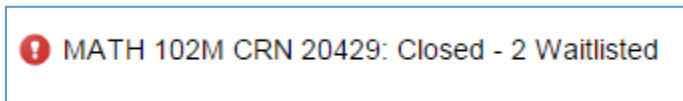


Summary						Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action
<u>College Algebra</u>	MATH 102M, 0	3	20429	LECTURE	Pending	Web Registered

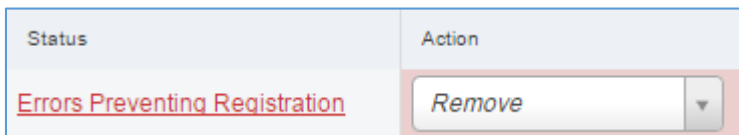
3. Click Submit



4. The Notifications will show the class is Closed and how many students ahead of you are currently Waitlisted

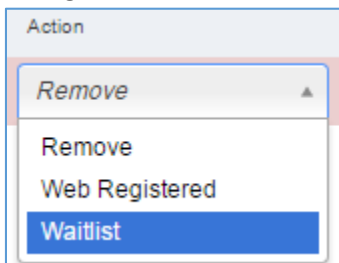


5. The class will appear in your Summary with the Status of *Errors Preventing Registration* and the Action of *Remove*



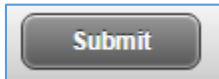
Status	Action
<u>Errors Preventing Registration</u>	Remove

6. Change the Action to *Waitlist*

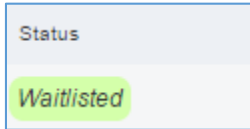


HOW TO USE WAITLISTING

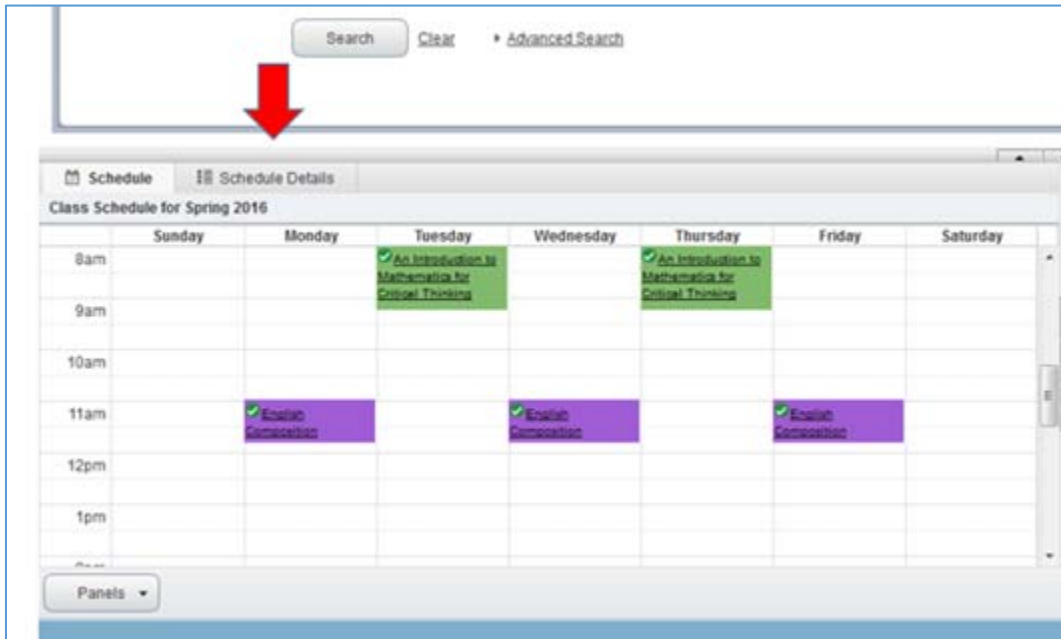
7. Click Submit



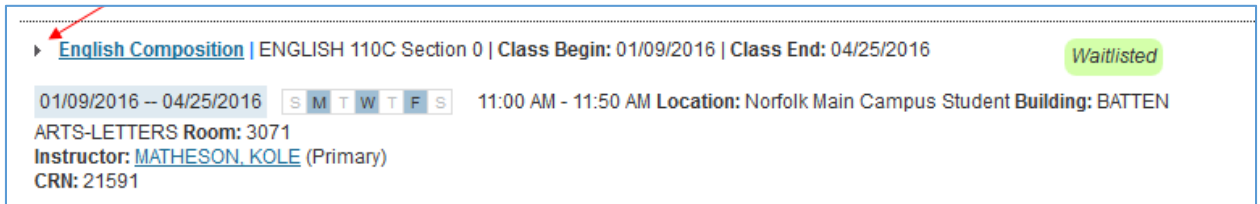
8. The class will now appear in your Summary with the Status of *Waitlisted*



9. To see your place on the waitlist, go into the Register for Classes section and in the Schedule panel, click on Schedule Details

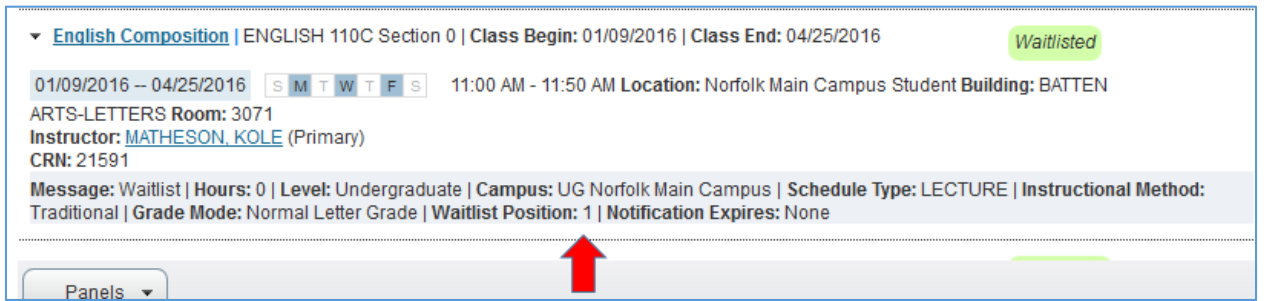


10. In the Schedule Details, click on the small arrow next to the title of the course you are waitlisted for:



HOW TO USE WAITLISTING

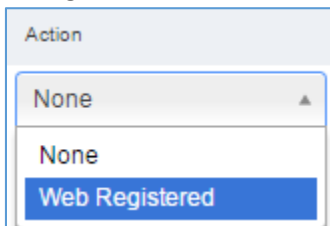
11. After clicking this arrow, an additional row appears which includes your position on the waitlist.



The screenshot shows a class registration interface. At the top, it displays the course name "English Composition" and "ENGLISH 110C Section 0" with "Class Begin: 01/09/2016" and "Class End: 04/25/2016". A green "Waitlisted" badge is visible in the top right. Below this, the dates "01/09/2016 -- 04/25/2016" are shown next to a day-of-the-week selector (S M T W T F S) and the time "11:00 AM - 11:50 AM". The location is "Norfolk Main Campus" and the building is "BATTEN". The room is "ARTS-LETTERS Room: 3071" and the instructor is "MATHESON, KOLE (Primary)" with CRN "21591". A message at the bottom states: "Message: Waitlist | Hours: 0 | Level: Undergraduate | Campus: UG Norfolk Main Campus | Schedule Type: LECTURE | Instructional Method: Traditional | Grade Mode: Normal Letter Grade | Waitlist Position: 1 | Notification Expires: None". A red arrow points to a "Panels" dropdown menu at the bottom left of the interface.

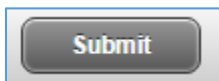
12. If a seat becomes available, you will receive an email. You will have 24 hours from the time the email was sent to register for the class. If you do not register, the open seat will go to the next student on the waitlist. You may rejoin the waitlist, but you will be placed at the end

13. To register for the class if a seat becomes available, change the Action to Web Registered



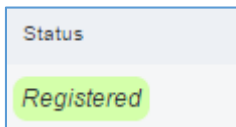
The screenshot shows a dropdown menu titled "Action". The menu is open, showing two options: "None" and "Web Registered". The "Web Registered" option is highlighted in blue.

14. Click Submit



The screenshot shows a single button labeled "Submit".

15. The class will now appear in your Summary with the Status of *Registered*



The screenshot shows a dropdown menu titled "Status". The menu is open, showing a single option: "Registered". The "Registered" option is highlighted in green.