

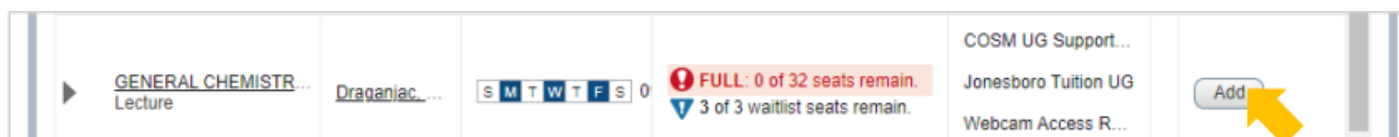
Waitlist Registration Instructions

Joining a Class Waitlist

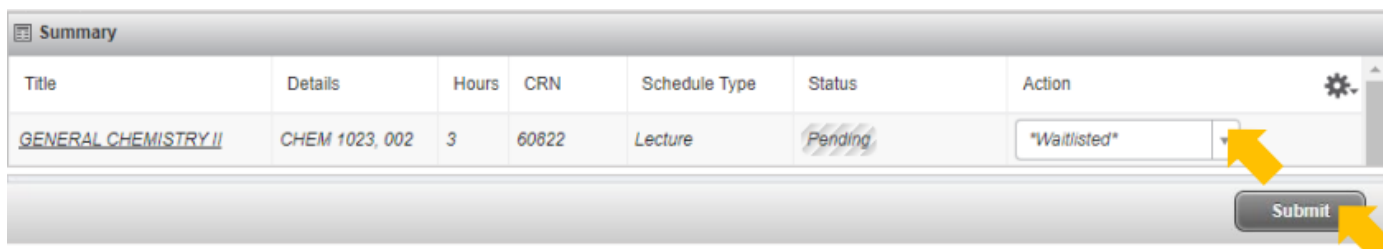
When there are no longer seats available in a class, there may be an option to join a waitlist for the class.

If a class is at maximum capacity but has waitlist seats remaining

1. Select **Add** to add the class to your registration summary.



2. Choose **Waitlisted** from the **Action** drop-down box and select **Submit**.



Important: Adding a class to your summary does not mean you have been added to the waitlist for the class. You must select **Submit**, and the class status must show **Waitlisted**, in order to successfully join a waitlist.

If you receive a “Closed, Waitlisted” registration error

1. Choose **Waitlisted** from the **Action** drop-down box and select **Submit**.

Student • Registration • Select a Term • Register for

CHEM 1023 CRN 60822: Closed - 0 Waitlisted

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
GENERAL CHEMISTRY II	CHEM 1023, 002	3	60822	Lecture	Errors Preventing Regi...	"Waitlisted" 

Submit

Important: Adding a class to your summary does not mean you have been added to the waitlist for the class. You must select **Submit**, and the class status must show **Waitlisted**, in order to successfully join a waitlist.

A successful addition to a waitlist shows the status **Waitlisted**.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
GENERAL CHEMISTRY II	CHEM 1023, 002	0	60822	Lecture	Waitlisted	None 

If a seat opens for you in one of your waitlisted classes, you will receive a **Waitlist Notification** email at your @smail.astate.edu student email account with a deadline to register for the class.

Waitlist Notification for 60822

NR Notification, Registrar <registrar@astate.edu>
To: Howl R. Wolf

Waitlist Notification For 2023 Fall
Dear Howl
You can now register for 60822
You must register by 25-MAY-2023 02:12 PM
Otherwise this opportunity will be given to the next student.

 Reply  Forward

Mon 5/22/2023 2:12 PM

You must register for the class by the deadline in your notification email. If you do not register within the timeline, the seat will be offered to the next student on the waitlist.

To register for a waitlisted class

1. Go to **Registration and Planning** under *Additional Links* on the Self Service home page.
2. Select **Register for Classes** from the registration menu.
3. Select the term and select **Continue**.
4. Choose **Web Registered** from the **Action** drop-down box and select **Submit**.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
GENERAL CHEMISTRY II	CHEM 1023, 002	0	60822	Lecture	Waitlisted	**Web Registered** ▼
						Submit

A successful registration shows the status **Registered**.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
GENERAL CHEMISTRY II	CHEM 1023, 002	3	60822	Lecture	Registered	None ▼

Important: If a class shows a **Waitlisted** or **Pending** status, you have not registered for the class. You must select **Submit**, and the class status must show **Registered**, in order to successfully register for the class.

Revision #4

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