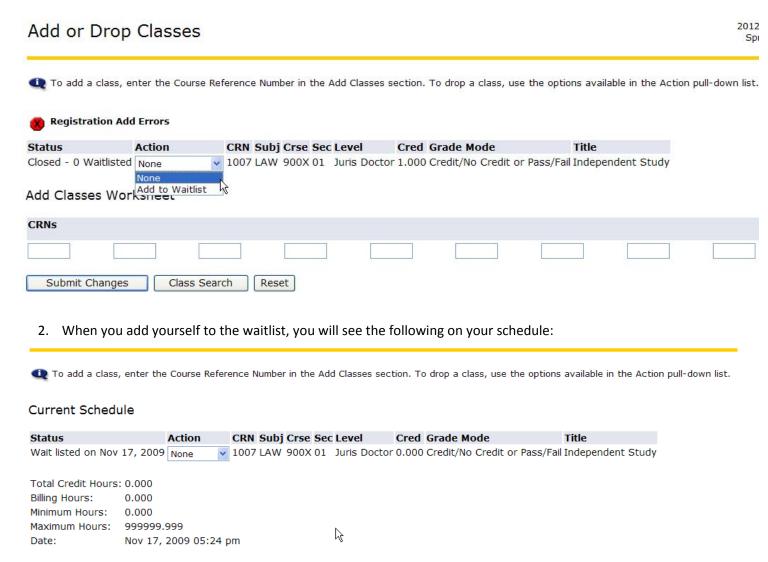
WAITLIST TRAINING GUIDE

- 1. When you add a class that is closed, if a waitlist is available, you will be prompted to add yourself to the waitlist.
 - a. Choose "Add to Waitlist"
 - b. Click the "Submit Changes" button.



Add Classes Worksheet

- 3. If you do not want to be on the waitlist anymore, do the following:
 - a. Your only choice is "None" and "Drop Course". Choose "Drop Course"
 - b. This will totally drop you. You can always add yourself back to the waitlist, if seats are available on the waitlist.

Add or Drop Classes

2012 Spr

💶 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status		Action	CRN	Subj	Crse S	Sec	Level	Cred	Grade Mode	Title
Add to Waitlist on I	Nov 17, 2009	None	1007	LAW	900X (01	Juris Doctor	0.000	Credit/No Credit or Pass/Fa	ail Independent Study
		None								
Total Credit Hours:	0.000	Drop Course	ļ							
Billing Hours:	0.000	·	,							
Minimum Hours:	0.000									
Maximum Hours:	999999.999									
Date:	Nov 17, 2009	05:49 pm								

Add Classes Worksheet

CRNs				

- 4. When a spot opens, you will get an email stating that a spot has become available. To move yourself from the waitlist, do the following:
 - a. You will have a choice of "None", "Drop Course", and "Web Register".
 - b. NOTE: DO NOT CHOOSE "Drop Course". This will delete you from the course and the waitlist. You will have to add yourself again to the waitlist if you do accidently drop yourself!
 - **c.** Choose "Web Register" to move yourself from the wait list into the class.

💶 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN Su	ıbj Crse Se	c Level	Cred Grade Mo	ode	Title
Add to Waitlist on Nov 17, 20	09 None	1007 LA	W 900X 01	Juris Doctor	0.000 Credit/No	Credit or Pass/Fail	Independent Study
	None						
Total Credit Hours: 0.000	Drop Course Web Register						
Billing Hours: 0.000	Web Register	νĝ					
Minimum Hours: 0.000							
Maximum Hours: 999999.99	99						
Date: Nov 17, 20	009 05:52 pm						

Add Classes Worksheet

CRNs				