Waitlist
Registration Instructions

Waitlisting is a feature which allows a student to add themselves to a waitlist on a class that has met its maximum enrollment limit.

These instructions are intended for **current students** and will give some general guidelines about waitlisting, an executive summary of how waitlisting works, and will show a tutorial of how a student is able to put himself onto a waitlist.

GENERAL GUIDELINES

- o   Waitlisting is based on a first-come, first-served basis.
- o   The student in the first position will be notified via OFFICIAL CSU EMAIL once a seat becomes available.
- o   Waitlisting is available up to the last day to add a class on the DUCK.
- o   Waitlisting does not guarantee a seat in the class.
- o   Waitlisting holds a spot in line should a seat become available.
- o   Waitlisting does not mean the student is registered into the class.
- o   Provides registration error checking before adding to Waitlist.
- o   Automatic email notification when seat opens.
- o   Has An 18 hour time limit after email notification.
- o   Does NOT automatically enroll the student in the course.

BASICS ON HOW WAITLISTING WORKS
Student attempts to enroll in a **closed class** that has the Waitlist option

1) Student receives the "**Closed, There are # student(s) on the waitlist for this class**" message
2) The student has the option to elect to **Waitlist** into the closed section.
   a) If student elects to Waitlist, this does not mean they are registered.
3) A student drops the class, making a seat available.
4) The student whom is first in line is notified via Clayton State University email.
   a) The student then has **18 hours** to complete the registration process.
   b) The student may then **register** for the class on the DUCK.
5) If student decides not to register or the time expires, the next student in line is notified and the process starts over.

INSTRUCTIONS – WAITLISTING REGISTRATION PROCESS

If the student attempts to register into a class that is closed and has the Waitlist option, they may add themselves to the first-come, first-served waitlist.

Waitlisting will be available to students up to the **last day to add a course** on the DUCK. After that day, all waitlists are cleared.

1. The Waitlist Registration Process

    a.   Access the DUCK via the SWAN.

    b.   Click the "Registration" hyperlink under the "Student Services" tab.

    c.   Click "Build Your Class Schedule."

    d.   Select the term for which you are registering and click "Submit."

    e.   Enter the course section CRN in the CRNs field and click "Submit Changes."

2. Student is given an option to be added to waitlist.

    a.   When a student attempts to register into a section that has a Waitlist, the student can add himself to the Waitlist if they meet the course criteria.

b.   The ACTION dropdown menu will give the student two options:
    i.   "Waitlisting:" Select to add student to the Waitlist
        1. *IMPORTANT: Click "Submit" to successfully be added to the waitlist!*
    ii. "None:" Take no action.
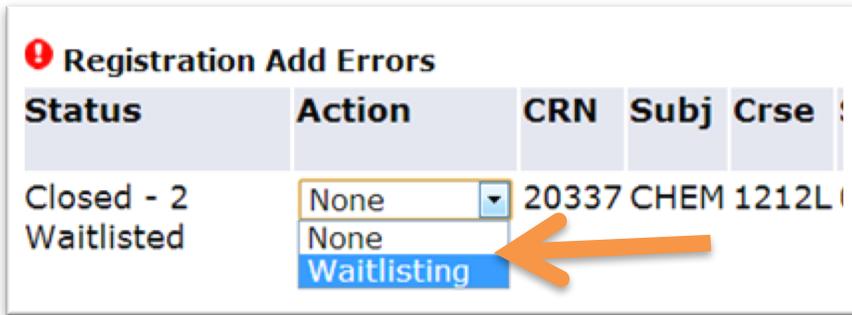
"Closed – 2 Waitlisted" means that the section is currently filled to its maximum capacity and there are currently two students on the waitlist. If the student put himself on the Waitlist at this time, he would be in the third position to get into the section.

Other Error Messages

- Open – Reserved for Waitlist
    o Means that the class's maximum enrollment is open and has been set up with the Waitlist Option. The open seat is reserved for a student currently on the Waitlist.
- Closed – Waitlist full
    o Means that the waitlist is full and has reached its waitlist maximum enrollment limit. The student would have to wait until a spot became available on the Waitlist list before they could be added to the Waitlist.
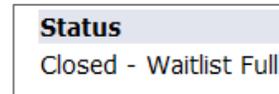
3.   Email Notification

a.   Once a seat becomes available, the student will receive an email notification at their CSU email address notifying him that a seat is available.
b.   The student will have 18 hours to take action to register into the section.
    i.   No other student will be permitted to log in and register for the reserved seat during the 18 hour time period.
    ii. If the student takes longer than 18 hours, then they will be removed from the Waitlist and the next student in the Waitlist queue will receive the email and have the same 18 hour registration window.

iii.

4. Register into the Waitlisted Section

a. The student should return to the DUCK registration portal to register for the available seat.

  i. Log onto the DUCK via the SWAN.

  ii. Under the "Student Services" tab, click "Registration" and then click "Build Your Class Schedule".

  iii. You may or may not be prompted to select the appropriate registration term at this time.

  iv. To ADD the class, select "**Web Registered**" and then CLICK "SUBMIT CHANGES"

Current Schedule

Status	Action	Cl
Waitlisting on Nov 13, 2013	**Web Registered** ▾	20
	None	
	Web Registered	
	WEB Drop	

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Nov 13, 2013 04:53 pm

Add Classes Worksheet
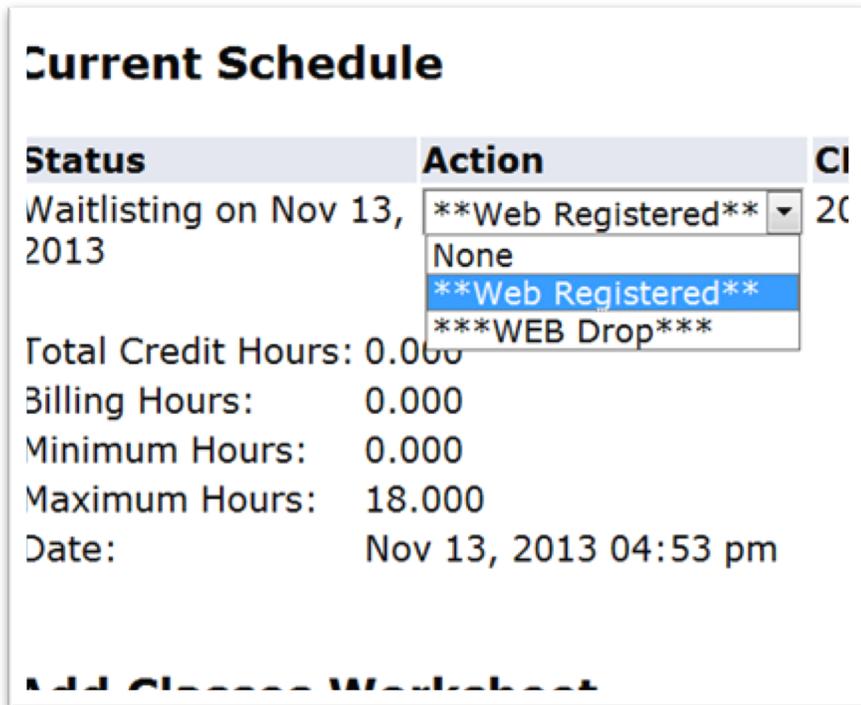
  v. If the student decides that he does not want to register for the class for which he has registered, he should select "***WEB Drop***" to allow another student to take his place on the Waitlist.

SPECIAL CONSIDERATIONS FOR CLASSES WITH CO-REQUISITE REQUIREMENTS
Added 12-17-2014 per M. Furlong

If you are waitlisted for a course that has a co-requisite course (for example you are wait listed for a lab that requires you to take the lecture as a co-requisite) and the seat opens for said course, then you must add the CRN for the co-requisite course AT THE SAME TIME you accept the seat in the wait list course. To do this add the co-requisite CRN in the block below your schedule, next select web registered for the wait list course, and then press the submit changes button. If you fail to add the co-requisite course (or are not already in a section of the co-requisite course) then you will receive a pre/co-req error.

The following screenshots illustrate the issue above. Our student, Ima, waitlisted herself for CHEM 1151L and she has been notified via email that her reservation is ready for her to claim in the DUCK.

1. First, she goes to the 'Build Your Class Schedule' Registration page of the DUCK. She selects the "**Web Registered**" dropdown menu item; then she clicks the "Submit Changes" button at the bottom of the page:

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Waitlisting on Dec 17, 2014	None ▾ None **Web Registered** ***WEB Drop***	20334	CHEM	1151L	05	Undergraduate Semesters	0.000	Normal	Survey of Chemistry Lab I

Total Credit Hours: 0.000

Submit Changes

2. Then she is informed that a registration error has occurred. Basically what's going on here is that CSU's Student Information System won't allow Ima to register for CHEM 1151L without ALSO registering for one section of CHEM 1151 because there is what's called a "co-requisite" relationship between these two classes.

🛑 **Registration Update Errors**

CRN	Subj	Crse	Sec	Status
20334	CHEM	1151L	05	Prerequisite and Test Score error

3. What she needs to do is figure out the CRN (Course Reference Number: a generally 5-digit number that identifies a specific section of a course) of the CHEM 1151 section that she wants to take and enter it into one of the "Add Classes Worksheet" fields. Then, she can select the "**Web Registered**" dropdown menu item again and click the "Submit Changes" button at the bottom of the page:

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Waitlisting on Dec 17, 2014	**Web Registered** ▾	20334	CHEM	1151L	05	Undergraduate Semesters	0.000	Normal	Survey of Chemistry Lab I

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Dec 17, 2014 01:14 pm

Add Classes Worksheet

CRNs

20326									

Submit Changes **Class Search** **Reset**

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4. Now Ima has successfully claimed the waitlist reservation for her course with the co-requisite restriction:

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Dec 17, 2014	None ▾	20334	CHEM	1151L	05	Undergraduate Semesters	1.000	Normal	Survey of Chemistry Lab I
Web Registered on Dec 17, 2014	None ▾	20326	CHEM	1151	01	Undergraduate Semesters	3.000	Normal	Survey of Chemistry I

Total Credit Hours: 4.000
Billing Hours: 4.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Dec 17, 2014 01:15 pm

Add Classes Worksheet

CRNs

[   ]   [   ]   [   ]   [   ]   [   ]   [   ]   [   ]   [   ]   [   ]   [   ]

[Submit Changes]   [Class Search]   [Reset]