

# WAITLIST REGISTRATION INSTRUCTIONS

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

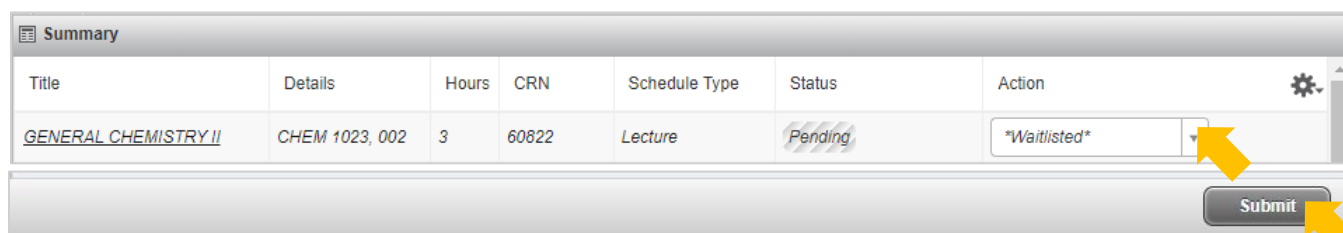
## IF A CLASS IS AT MAXIMUM CAPACITY BUT HAS WAITLIST SEATS REMAINING:

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



A screenshot of a class listing interface. The class is 'GENERAL CHEMISTRY II Lecture' with CRN 60822. The status is 'FULL: 0 of 32 seats remain.' and '3 of 3 waitlist seats remain.' An 'Add' button is highlighted with a yellow arrow.

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



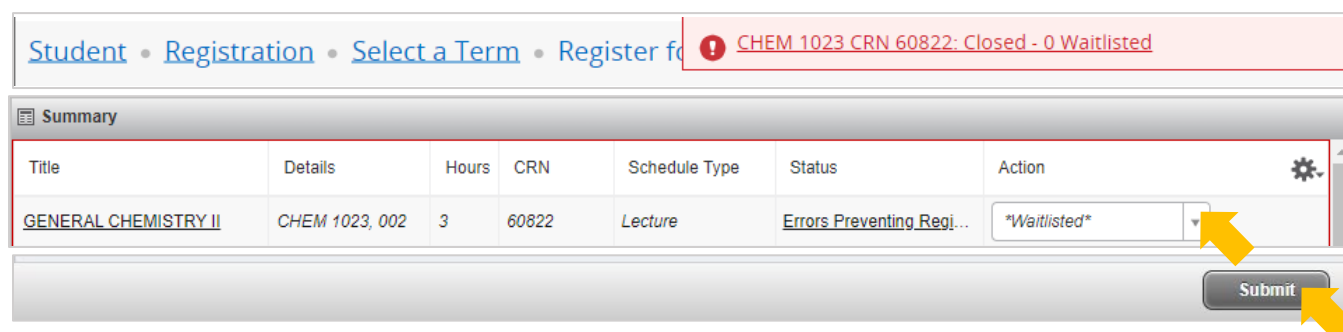
A screenshot of a registration summary table. The table has columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The row for 'GENERAL CHEMISTRY II' shows a status of 'Pending' and an Action dropdown menu with '\*Waitlisted\*' selected. A 'Submit' button is highlighted with a yellow arrow.

Title	Details	Hours	CRN	Schedule Type	Status	Action
GENERAL CHEMISTRY II	CHEM 1023, 002	3	60822	Lecture	Pending	*Waitlisted*

**Adding a class to your summary does NOT mean you’ve 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**”



A screenshot of a registration summary table with an error message. The error message is 'CHEM 1023 CRN 60822: Closed - 0 Waitlisted'. The table row for 'GENERAL CHEMISTRY II' shows a status of 'Errors Preventing Regi...' and an Action dropdown menu with '\*Waitlisted\*' selected. A 'Submit' button is highlighted with a yellow arrow.

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

**Adding a class to your summary does NOT mean you’ve 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.**

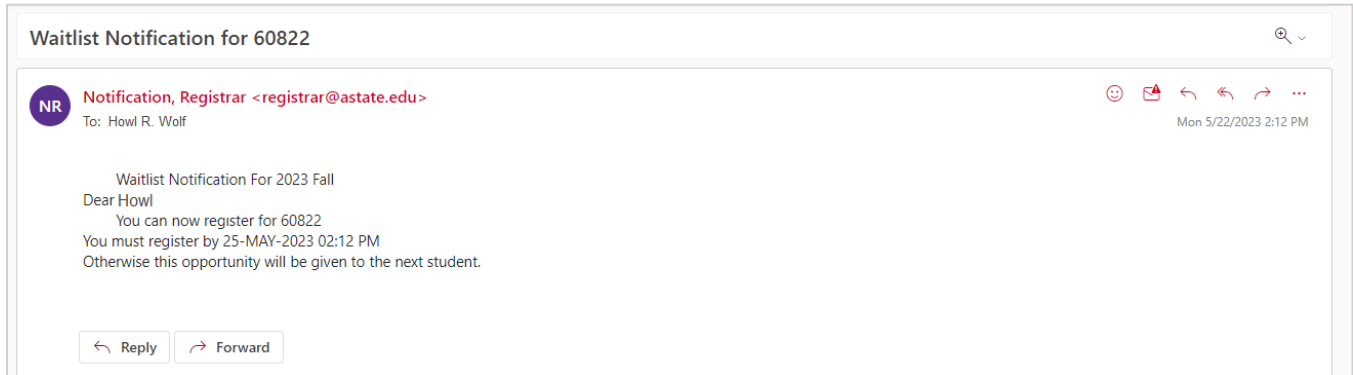
A successful addition to a waitlist shows the status *Waitlisted*



A screenshot of a registration summary table showing the status 'Waitlisted' in green. The table row for 'GENERAL CHEMISTRY II' shows a status of 'Waitlisted' and an Action dropdown menu with 'None' selected.

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

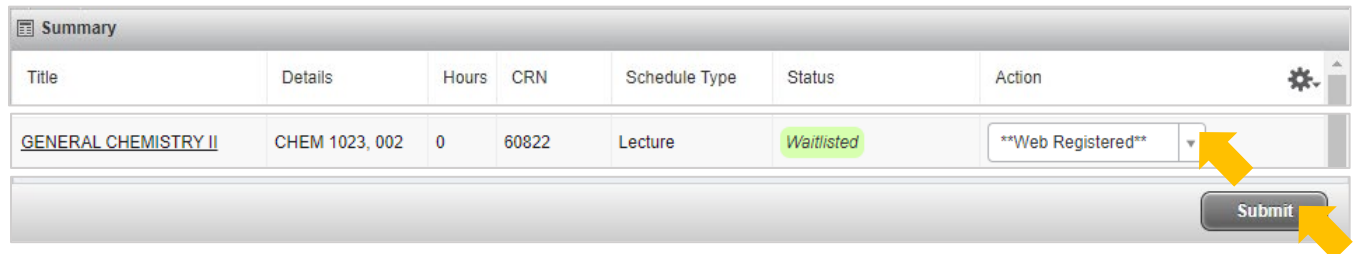
If a seat opens for you in one of your waitlisted classes, you will receive a “Waitlist Notification” email to your @smail.astate.edu student email account with a deadline to register for the class.



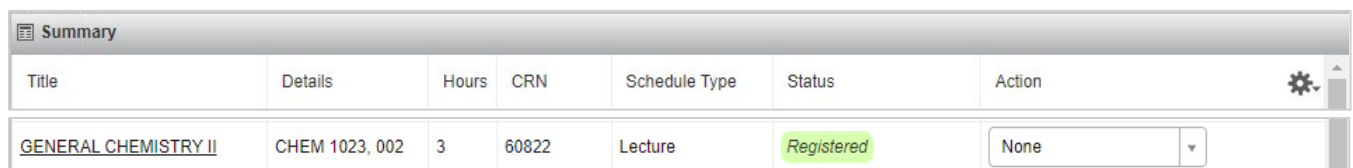
You **MUST** register for the class by the deadline in your notification email.  
If you don't register within the timeline, the seat will be offered to the next student on the waitlist.

### 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**”



A successful registration shows the status *Registered*



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 classes.