

# Waitlisting

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Office of the University Registrar



Departments have the option of creating

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# Waitlist Facts

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**Emails** – Once a seat becomes available, an email will be sent to the student at the top of the waitlist.

**Notification** – Students must register within 24 hours of receipt of the email. Registration from the waitlist is not automatic.

**Registration** – If the student has not registered within 24 hours, the student is dropped from the waitlist.





# What Student Will See In PAWS

When registering for a class that has reached capacity. The waitlist option will be displayed in the registration screen.



**IMPORTANT!** Click here to view [policies](#) regarding canceling your registration and schedule adjustments.

Be sure to click the **Submit Changes** button to finalize changes to your schedule.

## Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Prereq
Closed - 0 Waitlisted	None	25308	MA	110	101	Undergraduate	3.000	Standard Letter	Finite Mathematics

Add Classes Worksheet

### CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes

Class Search

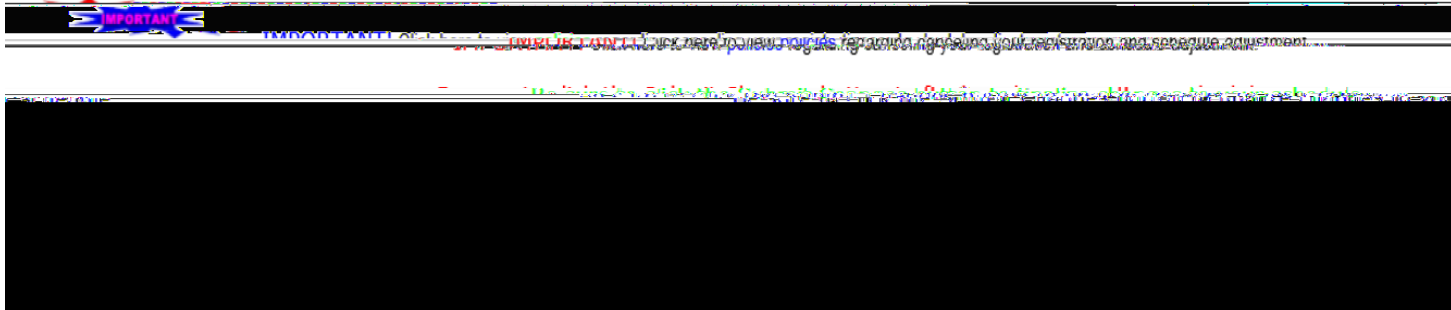
Reset



# What Student Will See In PAWS, con't..

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Students will select the Waitlist option in the action drop down menu to be added to the waitlist. Once “Wait Listed” has been selected, the student will click submit changes.



# What Student Will See In PAWS, con't..

After clicking submit changes, “Wait Listed” will be displayed in the status column of the registration screen.



**IMPORTANT!** Click here to view

Be sure to click the

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Wait Listed on Feb 07, 2017	None	25568	MA	110	101	Undergraduate	0.000	Standard	Letter	Finite Mathematics

Total Credit Hours: 0.000

Billing

Minimum Hours: 0.000

Maximum Hours: 19.6

Date: Feb 07, 2017 01:13 pm







QUESTIONS?

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