How to Use Waitlist in Web for Students

If a class is full and can be waitlisted, and students meet the requirements to waitlist, they will be presented with the waitlist option. Below is helpful information regarding waitlist, information on how to search for available seats for waitlisted courses, once you're on the waitlist, and registering for a waitlisted course.

HELPFUL INFORMATION WHEN WAITLISTING FOR A COURSE

- Waitlists are offered only when a course is full, and when there are waitlist seats available.
- Waitlisting **DOES NOT** override co-requisites, pre-requisites, links, time conflicts, and other restrictions such as major, department, level, and college.
- Students **MUST** meet the qualifications required to enroll in the class.
- Students will have **48 hours** from the time the waitlist notification is sent to register for the waitlisted course. Students will be notified through their **ACE mail** account.
- Students will be able to waitlist for multiple sections of the same course, **but will not** be able to register for the duplicate section of the same course they are already registered for. They will receive a **duplicate course error.**
    - o Students will need to drop the course they are already registered for in order to add a different section of the same course.
- If students do not register within the 48 hour time frame, they will be automatically dropped from the waitlist. They will have to re-waitlist if seats are available and will be placed at the end of the list.

CLASS SEARCH FOR WAITLISTED COURSES

Students may conduct a class search and determine how many seats are available for waitlist on those courses that have the waitlist option available.

- ❖ **Conduct a class search _without_ logging into Web for Students:**

    1. Go to the [A&M University-Texarkana](#) home page
    2. Click on Quick Links at the top of the page
    3. Click on Web for Students/Faculty
    4. Click on the **Class Schedule** link
    5. Select term from the drop down menu, click Submit
    6. Select subject (required)- _hold shift key down and arrow down to highlight all subjects._
    7. Enter course number if selecting one subject _(optional)_

Class Schedule Search

Subject:
- Accounting
- Adult Higher Education
- Applied Arts & Sciences
- Art
- Arts History & Studio
- Bilingual Education
- Biology
- Business
- Business Computer Info System
- CS

Course Number: 2301

    8. Click **Class Search**
    9. Click on the hyperlink course information (title/CRN/subject/course number/section)
    10. The **Registration Availability** section will display seat and waitlist seat availability.

Registration Availability

	Capacity	Actual	Remaining
Seats	32	26	6
Waitlist Seats	0	0	0

❖ **Conduct class search from the "Add/Drop" classes worksheet (logged into Web for Students)**

1. Log into Web for Students
2. Click the Student tab, then Registration link
3. Click on the "**Add or Drop Classes**" link
4. Select the registration term from the drop down menu (if needed), click Submit
5. Click "**Class Search**", then **Advanced Search**
6. Select subject (required)- *hold shift key down and arrow down to highlight all subjects.*
7. Enter course number (optional)
8. Click "**Section Search**"
9. The sections found according to the criteria entered will be displayed.
10. Waitlist seat availability will be displayed for those courses with the waitlist option available.

Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem
20	20	0	2	0	2	0	0	0

HOW TO WAITLIST A COURSE

1. Log onto Web for Students
2. Click the Student tab, then Registration link
3. Click on the "**Add or Drop Classes**" link
4. Select the registration term from the drop down menu (if needed), click Submit
5. Enter the **CRN** on the "**Add Classes Worksheet**" and click **Submit Changes**.
6. Select waitlist from the drop down menu (if available).
7. Click "**Submit Changes**".

🛇 **Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level
Closed - 0 Waitlisted	None ▾	20201	ENGL	1301	002	Undergradua
	None					
	Waitlist					

Add Classes Worksheet

8. The waitlisted course is now included on the student's "Current Schedule" with a "Waitlisted" status and date of when the course was waitlisted. *Note: waitlisted courses **are not** counted as registered courses and **are not** counted in the total credit hours **until** the student registers for the course.*

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Nov 03, 2014	None ▾	20299	ITED	501	01W	Graduate	3.000	Normal Grade Rules	Instructional T
Registered on Nov 03, 2014	None ▾	20351	ITED	520	01W	Graduate	3.000	Normal Grade Rules	Instructional D
Wait Listed on Dec 17, 2014	None ▾	20110	ACCT	321	001	Undergraduate	0.000	Normal Grade Rules	Intermediate A

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 18.000

*Please note: Waitlisting **DOES NOT** override co-requisites, pre-requisites, links, time conflicts, and other restrictions such as major, department, level, and college. **A student must be eligible to register for the course in order to waitlist a course.***

ONCE STUDENTS ARE ON THE WAITLIST

If a seat becomes available in the waitlisted course, the next student in line to register will receive an email at their **ACE mail** account. Students will have **48 hours** from the time the notification was sent to register for the course before they are automatically dropped from the waitlist, at which time the next student on the waitlist will be offered the open space.

> You are receiving this email because you are on the waitlist for 20100 ECON 001 Principles of Microeconomics . The waitlisted course now has an opening and is available for you to register.
>
> You will have 48 HOURS from the time this notification was sent to register for the course. Please login to Web for Students and register no later than 21-DEC-2014 12:40 PM or you will be dropped from the waitlist and your seat will be offered to the next person on the list. Should you choose to be added back to the waitlist, you will be placed at the end of the list.
>
> Please contact the Registrar's Office at 903-334-6601 or registrar@tamut.edu if you have any questions. Thank you.
>
> Sincerely,
> Office of the Registrar
> 903-334-6601
> registrar@tamut.edu
> University Center, 2nd floor, Suite 260.

REGISTERING FOR A WAITLISTED COURSE

Once a student is notified when they can register for a waitlisted course:

1. Log into Web for Students
2. Click the Student tab, then Registration link
3. Click on the "**Add or Drop Classes"** link
4. Select the registration term from the drop down menu (if needed), click Submit
5. Select '**Web Registered"** from the drop down menu for the waitlisted course

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mo
Registered on Nov 03, 2014	None	20299	ITED	501	01W	Graduate	3.000	Normal Gra
Registered on Nov 03, 2014	None	20351	ITED	520	01W	Graduate	3.000	Normal Gra
Wait Listed on Dec 17, 2014	**Web Registered**	20110	ACCT	321	001	Undergraduate	0.000	Normal Gra
	None							
	Web Registered							
	Web Drop Before Census							

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Dec 17, 2014 07:19 pm

6. Click **"Submit Changes".** If no errors, Web for Students will display the waitlisted course with a **registered status.**

   *Please note: Students should take into account their max # of hours. Students will not be able to register for the waitlisted course, if it will put them over their max # of hours. One of the other classes will need to be dropped or an **overload** will need to be processed before the student can register for the waitlisted course.*

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred
Web Registered on Dec 15, 2014	None	20201	ENGL	1301	002	Undergraduate	3.000
Web Registered on Dec 16, 2014	None	20110	ACCT	321	001	Undergraduate	3.000

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000

CONGRATULATIONS, YOU HAVE SUCCESSFULLY REGISTERED FOR A WAITLISTED COURSE.