


# 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 or Drop Classes

2012  
Spi

 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.

### Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None None Add to Waitlist	1007	LAW	900X	01	Juris Doctor	1.000	Credit/No Credit or Pass/Fail	Independent Study	

Add Classes Worksheet

### CRNs


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

2. When you add yourself to the waitlist, you will see the following on your schedule:

 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	Sec	Level	Cred	Grade	Mode	Title
Wait listed on Nov 17, 2009	None	1007	LAW	900X	01	Juris Doctor	0.000	Credit/No Credit or Pass/Fail	Independent Study	

Total Credit Hours: 0.000

Billing Hours: 0.000

Minimum Hours: 0.000

Maximum Hours: 999999.999

Date: Nov 17, 2009 05:24 pm

Add Classes Worksheet

