Waitlisting - Student Information

Waitlisting is a new feature that allows students to waitlist a class that has met its maximum enrollment limit. Waitlisting is offered on a “first-come, first-serve” basis and is not available on all scheduled classes for a term. Once a seat has become available, the student will receive an email notification to register for the class. Students will have 24 hours to register for the open seat before forfeiting it to the next spot in line.

Instructions on how to waitlist a course

1. Log into Port

2. Select SHIP

3. Select Student Services & Financial Aid

4. Select Registration

5. Select Add/Drop

6. Select Term

Select a Term: Fall 2016

Submit

7. Add CRN directly to worksheet & click submit changes

Add Classes Worksheet

CRNs
41055

Submit Changes  Class Search  Reset
8. Select action dropdown & select waitlist

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Crse</th>
<th>Sec Level</th>
<th>Cred Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed - 0 Waitlisted</td>
<td>None</td>
<td>B1055 BIOL 1103L 001</td>
<td>Undergraduate 0.000 Normal</td>
<td>CONCEPTS OF BIOLOGY LAB</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add Classes Worksheet**

**CRN**

Submit Changes | Class Search | Reset

9. Click submit changes

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Crse</th>
<th>Sec Level</th>
<th>Cred Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wait List on Mar 08, 2016</td>
<td>None</td>
<td>B1055 BIOL 1103L 001</td>
<td>Undergraduate 0.000 Normal</td>
<td>CONCEPTS OF BIOLOGY LAB</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add Classes Worksheet**

**CRN**

Submit Changes | Class Search | Reset

10. Review final confirmation screen

**Instructions on how to remove a waitlisted course**

1. To remove a waitlisted course select the action bar and choose “Web Drop” and click submit changes.
To register for a waitlisted course when a seat becomes available

1. To register once a seat becomes available select the action bar and chose “Web Registered” and click submit changes.

Other information about waitlisted courses

1. The waitlist of a term is closes the Friday before the start of a term.
2. The student cannot waitlist for a class until his/her time ticket is opened.
3. The student cannot register for a waitlisted course if registration errors exist.
4. The student will not be billed for a waitlisted course until it is converted over to a registered course.
5. If a student has waitlisted a lecture or lab that has a corresponding class, they must be registered together if a seat becomes available. Students must add the CRN to the worksheet at the same time as selecting “Web Registered” for the waitlisted course to prevent registration errors. Example below.