

Waitlisting Tutorial for Students



Advantages of Waitlisting

- Waitlisting is the process by which students may sign up for a class that is full.
- Waitlisting may provide many advantages to students, chairs, and administrators.
 - The biggest advantage to students is that they will be notified when a seat becomes available on a first-come, first-served basis.
 - The advantage to the chairs/directors is that it removes the need for them to manually sign students into classes
 - Waitlist will also be helpful to administrators by allowing them to track the demand for certain courses and better manage curriculum offerings.

How does Waitlisting work?

- Students who attempt to register for a class that is full may add themselves on a waiting list on a first-come, first-served basis.
- When an open seat becomes available, an e-mail will be sent to the student on the top of the waiting list through the JasperNet e-mail account.
- The student will have 24 hours from the time the e-mail is sent to go to Self-Service and add the class. During this 24-hour time period, the student can add and drop the waitlisted class in the Add/Drop classes section on Self-Service. After the 24 hours expire and if the student has not registered for the waitlisted class, the next student on the list will be notified and have 24 hours to respond.
- Registration Holds will prevent the student from adding a waitlisted class even if the student is sent an e-mail. All pre-requisites and co-requisites must still be fulfilled.

Step 1: Log Into Self-Service using your Jaspernet ID/Password

QUICK LINKS

BROWSE BY CATEGORY

Academic Resources

Administrative Services

All

Dining

Faculty Resources

Featured

Financial Aid & Billing

Governance & Documents

KEYWORD SEARCH

SEARCH QUICK LINKS



Email



Google Calendar



Google Drive



Moodle Courses



Faculty & Staff Directory



Library



Banner



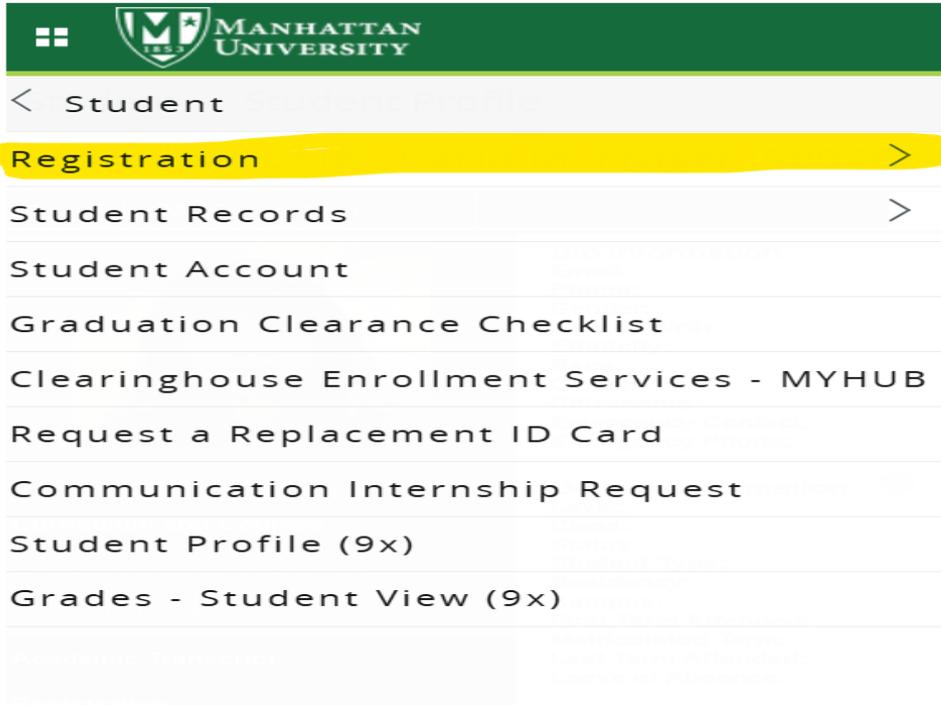
DegreeWorks



Self Service



Step 2: Click on Student and Registration



Step 3: Click on Look up Classes, select Term and then Click Submit

< Registration

Select Term

Add or Drop Classes

Look Up Classes

Registration Fee Assessment

Registration Status

Update Student Term Data

View Textbooks for All of My Registered Courses

Start Interschool Transfer Request

Search

Go

SELECT TERM OR DATE RANGE

Search by Term:

Fall 2025



Submit

Reset

RELEASE: 8.7.2.4

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STEP 4: Click on Advanced Search and the choose your Subject and Section Search

complete.

Subject:

- Accounting
- Accounting-Graduate
- Arabic
- Biology
- Business Analytics
- Chemical Engineering
- Chemical Engr./Graduate
- Chemistry
- Civil / Environmental Engineer
- Civil Engineering

Course Number:

Title:

Course Level: All
Associate Degree MC
Certificate Program MC

Part of Term: All
Non-date based courses only
Full Term
Graduate - Session 1

Duration: Months

Instructor: All
Abulencia, J. Patrick
Abu Mallouh, Arafat

Attribute Type: All
Arches: Living & Learning Prgm
Arts/Science Core Program

Start Time: Hour 00 Minute 00 am/pm am

End Time: Hour 00 Minute 00 am/pm am

Days: Mon Tue Wed Thur Fri

Section Search **Reset**

RELEASE: 8.7.2.4

Find your courses and under the Select Column, check off your course and click Register, if the course is closed, you can change your action to wait list

Date: Mar 20, 2025 11:18 am

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	None	10281	BIOL	320	01	Undergraduate Manhattan	3.000	Standard Letter	Animal Physiology

Add Classes Worksheet

CRNs

<input type="text"/>							
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Submit Changes **Class Search** **Reset**

Step 6: Click on the drop down box, select Wait List and Submit Changes

Administrators Employee Faculty Services Finance Financial Aid Personal Information Orientation Student Residence Life

Search

ADD OR DROP CLASSES

- 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.
- If you wish to withdraw from a course, you are required to review the instructions here on the [WITHDRAWAL FROM A COURSE INSTRUCTIC](#)

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	Wait Listed	8460	ACCT	201	02	Undergraduate Manhattan	3.000	Standard Letter	Principles of Accounting I

Add Classes Worksheet

CRNs

<input type="text"/>						
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After submitting your changes, you will be able to view the classes for which you are registered and waitlisted.

Current Schedule

→

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	G
Wait Listed on Mar 20, 2025	None	8460	ACCT	201	02	Undergraduate Manhattan	0.000	S

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 27.000
Date: Mar 20, 2025 11:01 am

Add Classes Worksheet

CRNs

<input type="text"/>						
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Sample Notification E-mail

John Smith (000123456),

You placed yourself on a WAITLIST for English 110 (CRN: 1122).

An open seat is now available and you must take action by 11-15-13 at 03:01 PM.

-

Login into Self-Service

www.manhattan.edu

-

Click on Student

-

>Registration

-

>Add or Drop Classes

-

Choose 'Web Registered' to add the class or 'DROP WEB' to remove your name from the waitlist.

-

Click 'Submit Changes' at the bottom of the page

If you are waitlisted for a course which requires a linked course (i.e. lab), you will need to add both of the 4 digit CRNs at the same time.

If you fail to take action, you will automatically be removed from the WAITLIST on 11-15-13 at 03:01 PM. You will NOT receive a notification of this action.

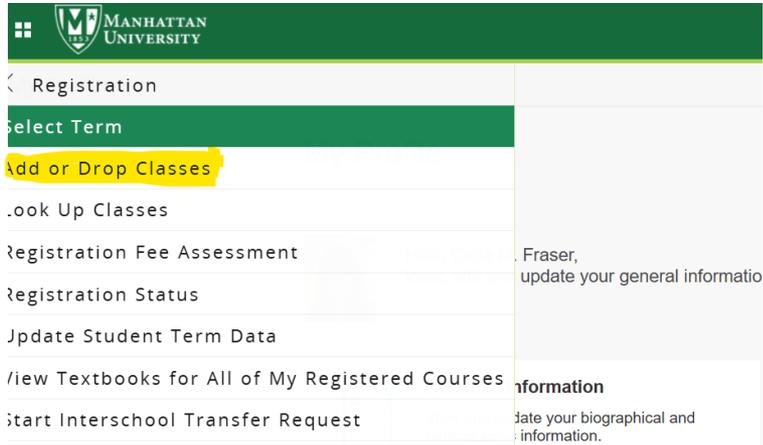
For more information on waitlisting, please visit us at: www.manhattan.edu/academics/registrar

When you receive a waitlist e-mail notifying you that you can now add the waitlisted class (unless you have a registration hold), there are a few steps you need to take:

1. See if you are registered for the same class but different section.
2. If you are registered for the same class but a different section you need to drop the section you are registered for so you can add the waitlisted section.
3. If you are waitlisted for other sections that you no longer want, please drop them. This will enable other students to move up on the waitlist.
4. Make sure that you will not have a time conflict for the waitlisted class you are going to register for.
5. Register for the waitlisted section.

To Drop Waitlisted Courses

Go back to the Registration menu and click on Add or Drop Classes



Select term, click on Web Dropped and click on Submit Changes



ADD OR DROP CLASSES

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During the 24-hour window, a student can add or drop the waitlisted class.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	Wait Listed	8460	ACCT	201	02	Undergraduate Manhattan	3.000	Standard	Letter	Principles of Accounting I

Add Classes Worksheet

CRNs

<input type="text"/>							
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Summary

- Login to Self-Service
- Register for classes
 - If classes are full, add yourself to a waitlist if it is available for the course.
- Check your e-mail often for waitlist notifications
- Clear all Registration Holds as soon as possible to prevent registration problems
- If you have any questions, please email ^s jaspercentral@manhattan.edu or call
718-862-7100