Waitlisting Tutorial for Students

Please Note: Waitlisting is optional. Only selected courses chosen by departments will have waitlisting. To see these courses, please go to Self-Service.

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 a class unless the add takes place after the waitlisting end date and the last day of the first week of the semester.

  - 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

Step 2: Click on Student and Registration

Administrators	Faculty Services	Financial Aid	Personal Information	Orientation	Student	Residence Life
	Enter Grades and Registration Overrides, View Class Lists and Student Information	Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.	Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.		Apply for Admission, Register, View your academic and financial records, Make payments	View Residence Life functions.

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RELEASE: 8.8.2

Registration
Check your registration status, class schedule and add or drop classes

Student Records
View your holds, grades and transcripts

Student Account
Click this box to access the Student Account Suite, which is a 24x7 service offered to students and their families for viewing bills, making payments, and managing their student account.
Parent or guardian access to the system requires student permission via the student's Authorized User process.

Graduation Clearance Checklist

Clearinghouse Enrollment Services

Request a Replacement ID Card
Use this link to pay for a replacement ID card. For more information, please see:
• Jasper Card FAQs

Communication Internship Request
Students seeking credit for an internship must confer with chair of the department or faculty member in their department to confirm the faculty member who will serve as sponsor for the internship.

Study Abroad Request Forms ▼

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

Registration	Student Records	Student Account	Graduation Clearance Checklist
Check your registration status, class schedule and add or drop classes	View your holds, grades and transcripts	Click this box to access the Student Account Suite, which is a 24x7 service offered to students and their families for viewing bills, making payments, and managing their student account. Parent or guardian access to the system requires student permission via the student's Authorized User process.	

- Select Term
- Add or Drop Classes
- Look Up Classes

- Change Class Options
- Week at a Glance
- Student Detail Schedule

- Registration Fee Assessment
- Registration Status
- Update Student Term Data

- Concise Student Schedule
- Concise Student Schedule by Centric Period
- View Textbooks for All of My Registered Courses

Select Term or Date Range

Home > Look Up Classes

Search by Term:

Fall 2017 ▼

Submit   Reset

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Step: 4: Select Subject and click on Course Search

Look Up Classes

| Home > **Look Up Classes**

Use the selection options to search the class schedule. You may choose

Subject:
```
Accounting
Aerospace Studies
Allied Health
Arabic
Biology
Business Analytics
Chemical Engineering
Chemical Engr./Graduate
Chemistry
Chinese
```

Course Search   **Advanced Search**

Find course and select View Sections

Look Up Classes

| Home > **Look Up Classes**

Fall 2017

Accounting

201	Principles Of Acct I	View Sections
202	Principles Of Acct II	View Sections
301	Intermediate Acct I	View Sections
303	Cost Accounting	View Sections
320	Financial Reporting Analysis	View Sections
401	Auditing	View Sections
409	Federal Income Taxation I	View Sections
608	Accounting Theory & Research	View Sections

8

Search Results

Look Up Classes

Home > **Look Up Classes**

💬 Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found

Accounting

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem
C	8496	ACCT	202	01	MC	3.000	Principles of Accounting II	MR	09:30 am- 10:45 am	25	29	-4	5	0	5	0	0	0
C	8497	ACCT	202	02	MC	3.000	Principles of Accounting II	MR	09:30 am- 10:45 am	25	29	-4	5	0	5	0	0	0

[Register] [Add to WorkSheet] [New Search]

Cap: Number of students who can register for the class

Act: Actual number of students registered for the class

Rem: Remaining seats available

WL: Waitlist

WL Cap: Number of students on the waitlist

WL Rem: Number of open seats on the waitlist

XL: Cross List
XL Cap: Total number of students allowed in a cross listed class
XL Act: Number of students enrolled in a cross listed class
XL Rem: Number of open seats available

Look Up Classes

Home > **Look Up Classes**

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found

Religious Studies

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem
C	8660	RELS	205	01	MC	3.000	Urban America and Catholic Social Teaching	W	02:00 pm- 03:50 pm	18	18	0	0	0	0	18	18	0

Example: RELS 205 is a class that is cross listed with URBN 205
18 students are registered for RELS 205 with a remaining cap of 0. The XL Act shows that there are 18 students registered for the cross listed courses which does not leave a spot open. If the XL Cap is zero, then the course is not cross listed.

☐ - Seats Remaining
   Students might be able to register for this class if the enrollment cap has not been met and if there is not a waitlist

C – Closed
   Waitlist may be available (refer to WL Rem column)

Look Up Classes

Home > Look Up Classes

💬 Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found

Religious Studies

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem
☐	8669	RELS	300	01	MC	3.000	Spl Tpc:Black Theology	TWF	10:00 am-10:50 am	25	22	3	5	0	5	0	0	0
C	9176	RELS	300	02	MC	3.000	Spl Tpc: A Novel Approach to the Bible	TF	11:00 am-12:15 pm	25	25	0	5	0	5	0	0	0

Step 5: Write down CRN number and click on Add to Worksheet

Look Up Classes

Home > Look Up Classes

💬 Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found

Finance

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem
C	8461	FIN	308	01	MC	3.000	Investments	TWF	10:00 am-10:50 am	25	29	-4	5	0	5	0	0	0
C	8462	FIN	308	02	MC	3.000	Investments	TF	11:00 am-12:15 pm	25	32	-7	5	0	5	0	0	0
C	8463	FIN	308	03	MC	3.000	Investments	TF	12:30 pm-01:45 pm	25	33	-8	5	0	5	0	0	0

[Register] [**Add to WorkSheet**] [New Search]

Type in CRN number(s) and click on Submit Changes

Add or Drop Classes

Home > 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.

Add Classes Worksheet

CRNs

[8461] [   ] [   ] [   ] [   ] [   ] [   ]

[**Submit Changes**] [Class Search] [Reset]

After you click Submit Changes an error will say "Registration Add Errors"

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	
Closed – 0 Waitlisted	None	5066	RELS	254	01	Undergraduate Manhattan

Add Classes Worksheet

CRNs

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

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec
Closed – 0 Waitlisted	Wait Listed ▼	5066	RELS	254	01
	None				
	Wait Listed				

Add Classes Worksheet

CRNs

[Submit Changes] [Class Search] [Reset]

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	
Wait Listed on Oct 09, 2013	None ▼	5066	RELS	254	01	Undergraduate	Manhattan

Waitlist Positions

- When you place a submission to be on a waitlist, you will be assigned a waitlist position on a first come, first-served basis.

- If your waitlist position is number 1 (one), it means that you are next in line to receive an e-mail when an open seat becomes available.

- If you are in the number 1 position when a seat becomes available, you will move into the number 0 (zero) position and an e-mail will be sent to your JasperNet e-mail address.

- With a 0 position you will be able to register for the class.

To view your position on the Waitlist, go to the Registration menu and click on Student Detail Schedule

Registration
Check your registration status, class schedule and add or drop classes

Student Records ▼
View your holds, grades and transcripts

Student Account
Click this box to access the Student Account Suite, which is a 24x7 service offered to students and their families for viewing bills, making payments, and managing their student account.
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Graduation Clearance Checklist

- Select Term
- Change Class Options
- Registration Fee Assessment
- Concise Student Schedule

- Add or Drop Classes
- Week at a Glance
- Registration Status
- Concise Student Schedule by Centric Period

- Look Up Classes
- Student Detail Schedule
- Update Student Term Data
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Select term if not already selected and click on submit:

Registration Term

← | Home > Student > Registration > **Select Term**

Select a Term: Fall 2017 ▼

Submit

View your Waitlist Position

Student Detail Schedule

Total Credit Hours: 0.000

Catholic Social Teaching - RELS 254 - 01
Associated Term:	Fall 2013
CRN:	5066
Status:	Wait Listed on Oct 09, 2013
Waitlist Position:	1

Once your waitlist position changes to 0, you will receive an email notification to your JasperNet email address stating that you can now add the class. You will have 24 hours from the time the e-mail is sent to you to register for the class.

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 move 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

Registration
Check your registration status, class schedule and add or drop classes

Student Records
View your holds, grades and transcripts

Student Acco
Click this box t
Student Accou
a 24x7 service
students and t
viewing bills, n
and managing
account.
Parent or guar
system require
permission via
Authorized Us

- Select Term
- Add or Drop Classes
- Change Class Options
- Week at a Glance
- Registration Fee Assessment
- Registration Status
- Concise Student Schedule
- Concise Student Schedule by Centric Period

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

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes sec

Current Schedule

Status	Action	CRN	Subj	Crse	Sec
Wait Listed on Oct 09, 2013	**Web Dropped**	5066	RELS	254	01
	None				
	Web Dropped				
	Registered				

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 999.000
Date: Oct 09, 2013 03:03 pm

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

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ]

[Submit Changes] [Class Search] [Reset]

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 contact the Registrar's Office at (718) 862-7914.