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.

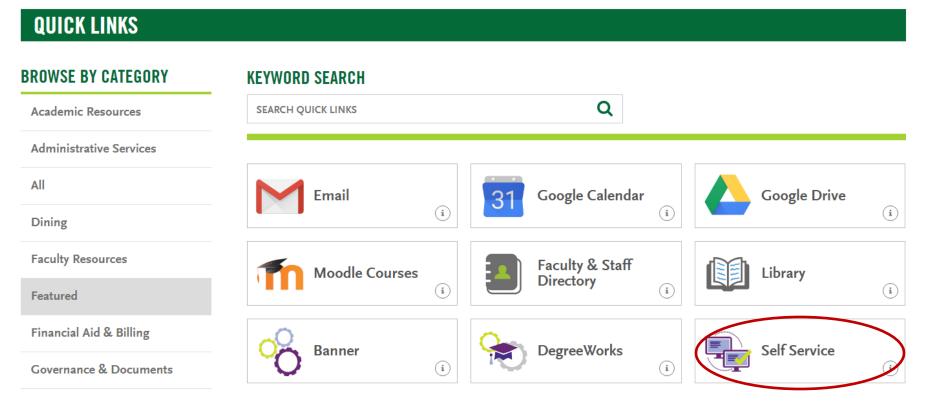
Advantages of Waitlisting

- 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.

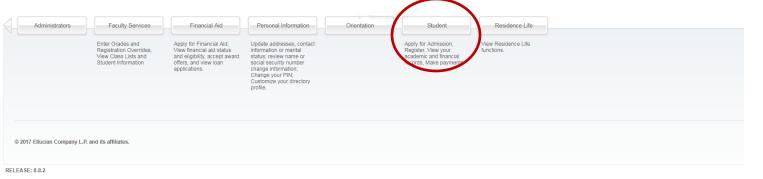
How does Waitlisting work?

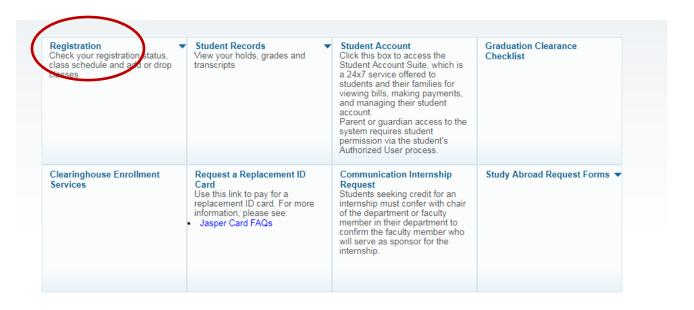
- Students who attempt to register for a class that is full may add themselves on a waiting list on a first-come, first-served basis.
- When an open seat becomes available, an e-mail will be sent to the student on the top of the waiting list through the JasperNet e-mail account.
- The student will have 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

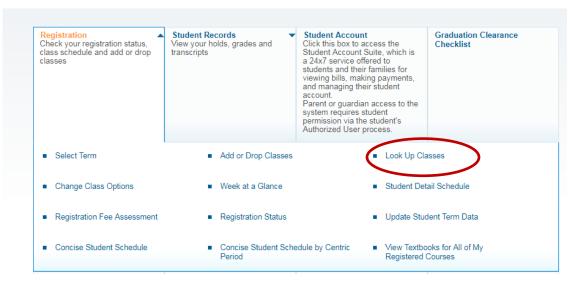


Step 2: Click on Student and Registration

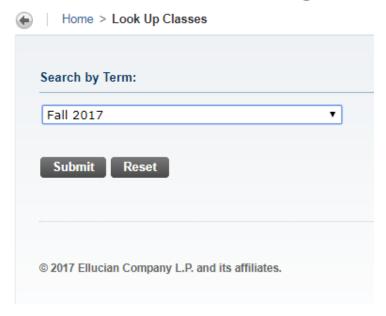




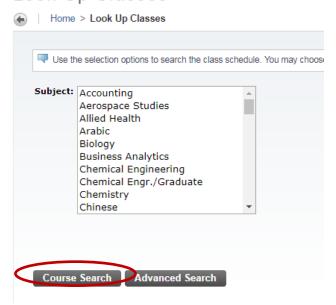
Step 3: Click on Look up Classes, select Term and then Click Submit



Select Term or Date Range

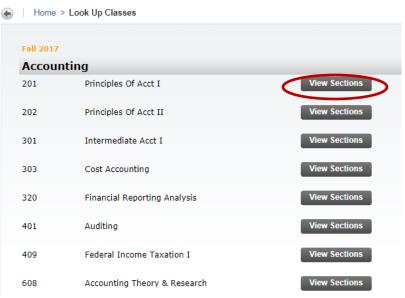


Step: 4: Select Subject and click on Course Search Look Up Classes



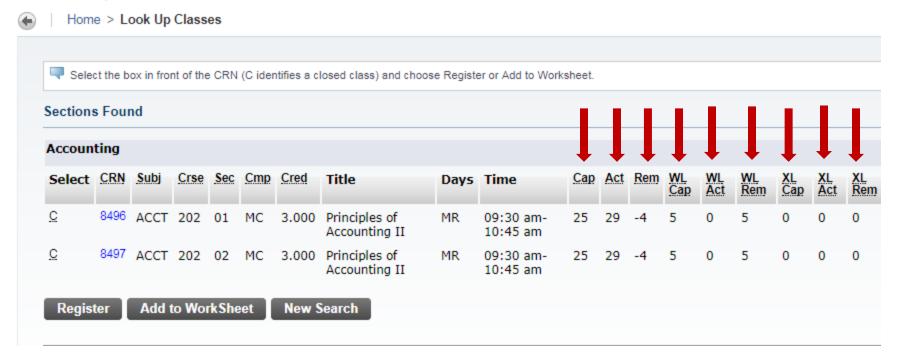
Find course and select View Sections

Look Up Classes



Search Results

Look Up Classes



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

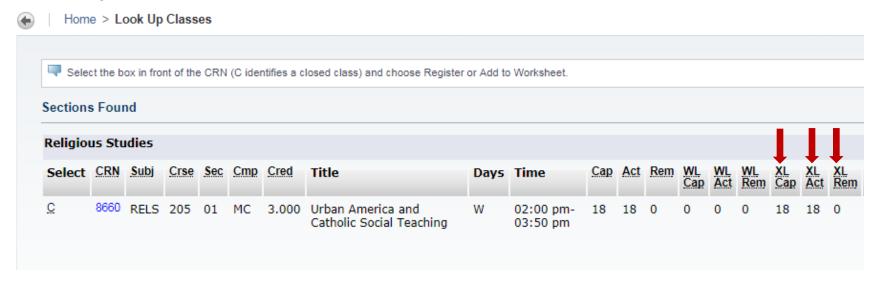
XL: Cross List

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



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 Remainin	g
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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

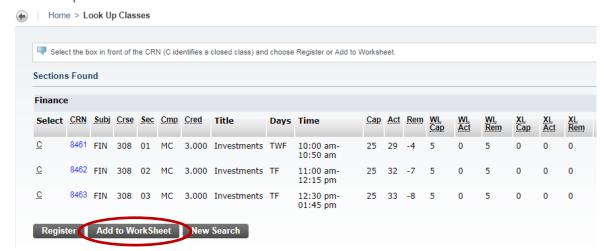


Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found

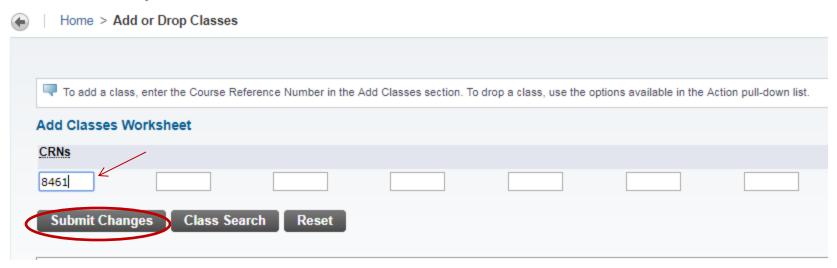
Religious Studies																		
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem
	8669	RELS	300	01	MC	3.000	Spl Tpc:Black Theology	TWF	10:00 am- 10:50 am	25	22	3	5	0	5	0	0	0
<u>C</u>	9176	RELS	300	02	MC	3.000	Spl Tpc: A Novel Approach to the 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



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

Add or Drop Classes



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

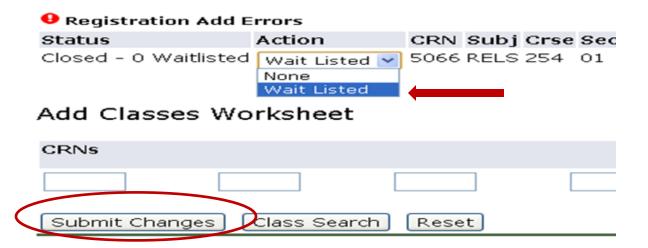
• Registration Add Errors

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

Add Classes Worksheet



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



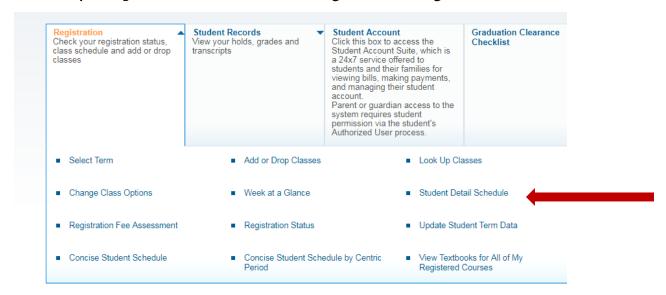
After submitting your changes, you will be able to view the classes for which you are registered and waitlisted.



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



Select term if not already selected and click on submit:

Registration Term



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

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

John Smith (000123456),

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.

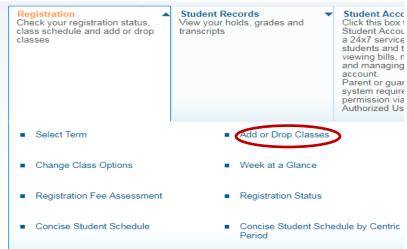
For move information on waitlisting, please visit us at: www.manhattan.edu/academics/registrar

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



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

Add or Drop Classes

▼ To add a class, e	nter the C	ourse Reference Numbei	r in the Add Classes sec [.]	
Current Sched	ule			During the 24-hour window, a student can add or drop the waitlisted
Status		Action	CRN Subj Crse Sec L	.1
Wait Listed on Oct	09, 2013	**Web Dropped**	CRN Subj Crse Sec L 5066 RELS 254 01 U	Class.
		INCILE		
Total Credit Hours:	0.000	**Web Dropped** **Registered**		
Billing Hours:	0.000			
Minimum Hours:	0.000			
Maximum Hours:	999.000			

Add Classes Worksheet

Date:



Oct 09, 2013 03:03 pm

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.