Waitlist Registration Facts

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Waitlist Registration Facts

Courses with Waitlists

Courses which are at capacity may, at the discretion of the instructor/department, afford you an option of placing yourself on a waitlist for any openings that occur when one of the registered students drops the course. If a course is full and does not have a waitlist, please contact the instructor or department to request a “Closed Class” permission override for online registration.

Only classes with available seats greater than zero (0) in the WL Rem column are accepting waitlist registrations.

For Full, A, and B Term Course Sections, the waitlists function automatically as seats become available. X-Flex Term Course Sections only operate at the beginning of the term. See special notes about X-Flex Term later in this document.
Waitlist Registration Facts

Waitlist Registration

Note the CRN(s) of the sections with WL Rem seats then navigate to the Add or Drop Classes page.

On the Add or Drop Classes page, enter the CRN(s) for the closed section and submit. If you meet all enrollment restrictions that may be on the class you will be informed that the class is closed but there are waitlist positions available.
Waitlist Registration Facts

Use the Action dropdown menu to change the registration from “None” to “Waitlisted” to add yourself to the Waitlist.

Opening Notifications

When a registered student drops, the next student in line is notified of the opening via email to the student @wright.edu email account.

The student has up to 24-hours to update the registration from “None” to “Web Registered” on the Add or Drop Classes page in WINGS Express.

Waitlisted students should check their @wright.edu email DAILY during open registration.

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Dear [Name],

This is a registration WAITLIST NOTICE for Fall 2017, MBA 7520 90, CRN 81438, Intl. Mgt: Ops & Environ.

You have a reserved space in the class but must add the class to your schedule in WINGS Express before the opening deadline expires: 07-SEP-2017 03:22 PM or until the last day to add a 2nd half - B (Term) class, whichever comes first. Refer to the calendar, http://www.wright.edu/calendar for the last day to add a class within this part of term.

To register, go to WINGS Express > Student and Financial Aid > Registration & Records > Add or Drop Classes. Pull down the menu under "Action" and change the value to "Web Registered" and press the "Submit" button. Do not attempt to re-enter the CRN in the "Add Classes Worksheet" area.

If the opening deadline expires before the last day to add a 2nd half - B class and you do not register, you will be dropped from the waitlist for this section and the next student in line will receive the open spot.

Waitlist Management, <donotreply@wright.edu>
Waitlist Notification for 81438
Waitlist Registration Facts

Waitlisted Section with a Co-Requisite

If the course that you were Waitlisted for has a Co-Requisite, you must also add the CRN of the co-requisite section into a CRN box at the bottom of the Add Classes Worksheet when you are updating your section from “None” to “Web Registered”.

Add or Drop Classes

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade</th>
<th>Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> on Aug 06, 2017</td>
<td>Web Drop/Delete</td>
<td>79490 MBA</td>
<td>5110</td>
<td>90</td>
<td></td>
<td>Graduate 3.00</td>
<td>Standard</td>
<td>Survey of Financial Accounting</td>
<td></td>
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<tr>
<td><strong>Web Registered</strong> on Jun 08, 2017</td>
<td>Web Drop/Delete</td>
<td>72851 MBA</td>
<td>5400</td>
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<tr>
<td><strong>Web Registered</strong> on Jul 03, 2017</td>
<td>Web Drop/Delete</td>
<td>81031 MBA</td>
<td>5300</td>
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<tr>
<td>Waitlisted on Aug 31, 2017</td>
<td>Web Registered**</td>
<td>72858 MBA</td>
<td>7510</td>
<td>00</td>
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<td>Standard</td>
<td>Leadership and Ethics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Change Action status from None to Web Registered

Add co-req CRN here

Submit Changes
### X-Flex Section Waitlists cease to function once
Instructor approval is required to register for Full Term Sections:

#### Event | Full Term | A Term | B Term
--- | --- | --- | ---
Full Schedule of Classes Released on Web | | | Monday, March 6
Full Registration Begins | | | Thursday, March 23

**Today’s date:** Monday, July 24, 2017

- Fee due for registrations occurring on or before 8/15
- Last day to apply for admission as a degree-seeking undergraduate student: Monday, August 21
- Last day to be admitted as a degree-seeking undergraduate student: Friday, August 25
- Last day for initial registration without the $100 late registration fee: Sunday, August 27
- $100 late registration fee begins for initial enrollment on or after this date: Monday, August 30

- First day of Classes
- Last day for International Students to register without approval from UCE
- Last day to change audit status (required in person if student has holds): Friday, September 1
- No classes held in observance of Labor Day weekend
- Last day to register or add without instructor permission: Monday, September 4
- Labor Day Holiday: University Closed

**Instructor approval required to register in-person:**

#### Registration/Drop/Add Form (Registration Activity Form) (PDF).
Waitlist Registration Facts

Dropping your Waitlisted Spot

If you are on the waitlist and determine that you no longer need the spot, you are encouraged to drop that registration so that another student may move up on the list. You do this through the Add or Drop Classes screen and you simply select **Web Drop/Delete** from the dropdown for the course and **Submit** the change:

```
Add or Drop Classes

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<td>Graduate 3.000 Standard</td>
<td>Survey of Finance</td>
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<tr>
<td>Waitlisted on</td>
<td>Aug 31, 2017</td>
<td>Web Drop/Delete</td>
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<td>90</td>
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<td>Leadership and Ethics</td>
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Dropping your Waitlisted Spot

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Common Waitlist Questions

1. The class is open. Why can’t I register?

- This class shows one seat open with 18 names on the wait list.

- If you attempt to register will see:

  - This means there is one “Open – Reserved for Wait List” seat. The seat is reserved for students on the wait list.
  - You may add yourself to the wait list by changing the “Action” from “None” to “Waitlisted”.

2. The class is open and I’m on the top of the wait list. Why haven’t I gotten an email notice offering me a seat in the class?

- If you are in waitlist position 1 (visible on Student Detail Schedule) you will be the next student offered an open seat. The open – reserved seat is currently being considered by the student in wait list position 0 (zero). A reserve is only held open for 24 hours. If the student in position 0 doesn’t add themselves in the class by the end of their reserve deadline you will be notified of your reserved space by WSU email.
Waitlist Registration Facts

I want to see my position on the wait list but there is no position displayed on the Student Detail Schedule. How do I check my position?

- If there is no “Position” listed on the Student Detail Schedule then the wait list is controlled by the college/department. The wait list manager will decide the positions on the wait list before allowing the system to send notices of reserved seats. Positions will not be displayed on the Student Detail Schedule since the positions will be adjusted manually.

When do waitlists end?

- Waitlists are available for each class until instructor permission is required for the class. After the “last day to add a class without instructor permission” (noted in the academic calendar), students will be dropped from the waitlist and registration may only be completed with instructor approval.