

# 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.

WL	WL Rem	XL	XL Cap
2	18	0	

## Look Up Classes

Registration Information:  
**Select Column:** Select the box in front of the CRN then choose Register or Add to Worksheet. You may see the following in place of the box. A **blank** means already registered, **SR** means a student restriction (i.e. time ticket has not started, holds, or academic standing restrictions).  
**Co-requisites** must be selected together with your regular class to register.  
**Waitlists:** Classes allowing waitlists (after enrollment capacity is exceeded) are identified by “WL Cap”, “WL Act” and “WL Rem”. Once a class is filled you may elect to waitlist in the WL Rem (Waitlist Remaining positions). Click here for [Waitlist Instructions](#).  
 Textbook Information for: [Dayton/Main Campus](#) or [Lake Campus](#) Maps for: [Dayton/Main Campus](#) or [Lake Campus](#)

Sections Found

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	Instructor	Date (MM/DD)	Loca
	<a href="#">79490</a>	MBA	5100	91	Dayton	3.000	Survey of Financial Accounting		TBA	30	30	0	30	12	18	0	0	0	Carolyn L. Hartwell (P)	10/02-11/05	TBA
C	<a href="#">79361</a>	MBA	5300	90	Dayton	3.000	Survey of Finance	M	06:30 pm-08:30 pm	30	30	0	30	20	10	0	0	0	Burhan Kawosa (P)	11/06-12/16	TBA
	<a href="#">81031</a>	MBA	5300	91	Dayton	3.000	Survey of Finance	T	06:30 pm-08:30 pm	30	30	0	30	23	7	0	0	0	Burhan Kawosa (P)	11/06-12/16	TBA

# 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.

### Look Up Classes

Registration Information:  
**Select Column:** Select the box means not available for registra  
**Co-requisites** must be selecte  
**Waitlists:** Classes allowing wai available in the WL Rem (Waitlis  
Textbook Information for: [Dayt](#)

#### Sections Found

Select	CRN	Subj	Crse	Sec	C
	79490	MBA	5100	91	D
C	79361	MBA	5300	90	D
	81031	MBA	5300	91	D

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.

### Add or Drop Classes

Fall 2017  
Jul 24, 2017 11:34 am

To add classes, enter the CRN's in the Add Classes Worksheet. To drop a class, use the options available in the Action pull-down list. To add a co-requisite set of classes, enter all co-requisite CRNs in the CRN boxes and select Submit Changes.

#### Current Schedule

Total Credit Hours: 4.500  
Billing Hours: 4.500  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Jul 24, 2017 11:34 am

#### Add Classes Worksheet

##### CRNs

79490

Submit Changes Class Search Reset

# Waitlist Registration Facts

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

To add classes, enter the CRN's in the Add Classes Worksheet. To drop a class, use the options available in the Action pull-down list. **Writing Intensive Classes or Co-requisites** must be registered together with your regular class.

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None None Waitlisted	84515	MTH	143	01	Undergraduate	4.000	Standard		Quantitative Reasoning

Add Classes Worksheet

CRNs

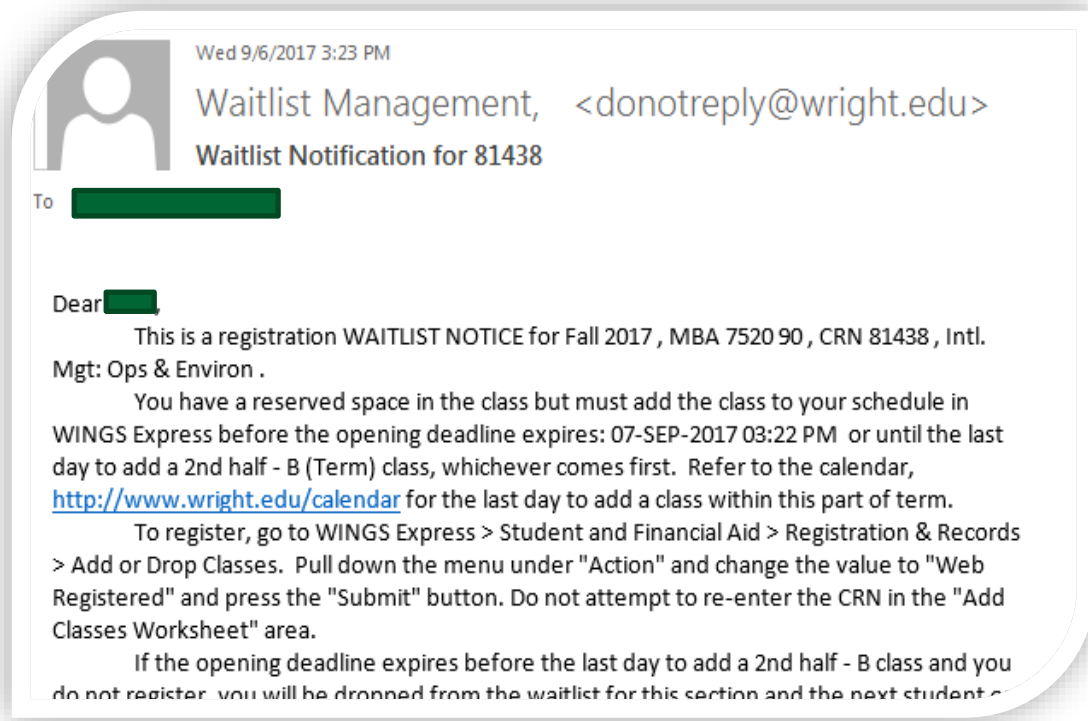
## Opening Notifications

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



# Waitlist Registration Facts

**Add or Drop Classes** Fall 2017  
Sep 06, 2017 03:24 pm

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To add classes, enter the CRN's in the Add Classes Worksheet. To drop a class, use the options available in the Action pull-down list. To add a co-requisite set of classes, enter all co-requisite CRNs in the CRN boxes and select Submit Changes.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Aug 06, 2017		79490	MBA	5100	91	Graduate	3.000	Standard	Survey of Financial Accounting
**Web Registered** on Jun 08, 2017		72851	MBA	5400	90	Graduate	1.500	Standard	Survey of Law
**Web Registered** on Jul 03, 2017		81031	MBA	5300	91	Graduate	3.000	Standard	Survey of Finance
Waitlisted on Aug 15, 2017	None	72858	MBA	7500	90	Graduate	0.000	Standard	Leadership and Ethics
Waitlisted on Aug 31, 2017	<div style="border: 1px solid black; padding: 2px;">           None            Web Drop/Delete            **Web Registered**         </div>								al Business nt: s and nts

**Change Action Status from "None" to "Web Registered"**

## 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**

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To add classes, enter the CRN's in the Add Classes Worksheet registered together with your regular class.

**Current Schedule**

Status	Action	CF
Waitlisted on Nov 21, 2011	<div style="border: 1px solid black; padding: 2px;">           None            Web Drop/Delete            **Web Registered**         </div>	20

Total Credit Hours: 0.000  
Billing Hours: 0.000  
Minimum Hours: 0.000  
Maximum Hours: 16.000  
Date: Nov 21, 2011 10:28 am

**Add Classes Worksheet**

CRNs

Add co-req CRN here →

Submit Changes →

# Waitlist Registration Facts

## Important Notes about X-Flex Term Course Sections with Waitlists

**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
Fall Schedule of Classes Released on Web		Monday, March 6	
Fall Registration Begins <a href="#">Dates by Registration Group</a>		Thursday, March 23	
<b>Today's date: Monday, July 24, 2017</b>			
Fees due for registrations occurring on or before 8/15		Tuesday, August 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 <a href="#">Fee Details</a>		Monday, August 28	
First day of Classes	Monday, August 28	Monday, August 28	Monday, October 16
Last day for International Students to register without approval from UCIE	Friday, September 1	Wednesday, August 30	Wednesday, October 18
Last day to change audit status (required in-person if student has holds)	Friday, September 1	Wednesday, August 30	Wednesday, October 18
No classes held in observance of Labor Day weekend	Saturday, September 2		
Last day to register or add without instructor permission	Monday, September 4	Wednesday, August 30	Wednesday, October 18
Labor Day Holiday, University Closed	Monday, September 4		
Instructor approval required to register (signed permission by instructor on Registration Form, deliver in person to RaiderConnect)	Tuesday, September 5	Thursday, August 31	Thursday, October 19

Once Instructor approval is required to register for Full Term sections, individuals on the Waitlist for an X-Term course sections will need to monitor section availability and secure instructor/department signatures for permission to register in-person at RaiderConnect using the following form:

[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** Fall 2017  
Sep 06, 2017 03:24 pm

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 To add classes, enter the CRN's in the Add Classes Worksheet. To drop a class, use the options available in the Action pull-down list. To add a co-requisite set of classes, enter all co-requisite CRNs in the CRN boxes and select Submit Changes.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Aug 06, 2017		79490	MBA	5100	91	Graduate	3.000	Standard	Survey of Financial Accounting
**Web Registered** on Jun 08, 2017		72851	MBA	5400	90	Graduate	1.500	Standard	Survey of Law
**Web Registered** on Jul 03, 2017		81031	MBA	5300	91	Graduate	3.000	Standard	Survey of Finance
Waitlisted on Aug 15, 2017	None	72858	MBA	7500	90	Graduate	0.000	Standard	Leadership and Ethics
Waitlisted on Aug 31, 2017	None Web Drop/Delete	81438	MBA	7520	90	Graduate	0.000	Standard	International Business Management: Operations and Environments

# Waitlist Registration Facts

## Common Waitlist Questions

### ? The class is open. Why can't I register?

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

Sections Found

**Mathematics**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Ren
<input type="checkbox"/>	23644	MTH	232	02	M	5.000	Calculus IV	MW TR	12:15 pm- 01:05 pm 12:20 pm- 01:35 pm	30	29	1	30	18	12

Register   Add to WorkSheet   Class Search

- If you attempt to register will see:

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Open - Reserved for Wait List	None	23644	MTH	232	02	Undergraduate	5.000	Standard		Calculus IV

- 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”.

### ? 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.

*Calculus III - MTH 231 - 02*

**Associated Term:** Winter 2012

**CRN:** 23637

**Status:** Waitlisted on Oct 24, 2011

**Waitlist Position:** 1



# 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.

*Federal Income Tax I - ACC 343 - 01*

**Associated Term:** Winter 2012  
**CRN:** 20670  
**Status:** Waitlisted on Oct 24, 2011  
**Assigned Instructor:** John K. Cook✉  
**Grade Mode:** Standard  
**Credits:** 0.000  
**Level:** Undergraduate  
**Campus:** Main

*Scheduled Meeting Times*

? 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

The screenshot shows an academic calendar for the fall semester. A red arrow points to the date 'Monday, September 3', which is labeled as the 'Last day to register or add without instructor permission'. The calendar also shows 'No classes held in observance of Labor Day weekend' and 'Labor Day Holiday University Closed'.

Event	Date
Fall Schedule of Classes Released on Web	
Fall Registration Begins	
<a href="#">Dates by Registration Group</a>	
Today's date: Tuesday, June 12,	
Fees due for registrations occurring on or before 8/15; payment due to avoid cancellation	
\$250 late registration date	
Last day to apply for admission	
Fall Cancellation by 8/15	
<a href="#">Cancellation and Refund Payment Policy</a>	
Last day to be admitted as a degree-seeking undergraduate student	
First day of classes	
Last day to change audit status (required in-person if student has holds)	
No classes held in observance of Labor Day weekend	
Last day to register or add without instructor permission	Monday, September 3
Labor Day Holiday University Closed	