How to Use Waitlist in Web for Students

If a class is full and can be waitlisted, and students meet the requirements to waitlist, they will be presented with the waitlist option. Below is helpful information regarding waitlist, information on how to search for available seats for waitlisted courses, once you’re on the waitlist, and registering for a waitlisted course.

HELPFUL INFORMATION WHEN WAITLISTING FOR A COURSE

- Waitlists are offered only when a course is full, and when there are waitlist seats available.
- Waitlisting **DOES NOT** override co-requisites, pre-requisites, links, time conflicts, and other restrictions such as major, department, level, and college.
- Students **MUST** meet the qualifications required to enroll in the class.
- Students will have **48 hours** from the time the waitlist notification is sent to register for the waitlisted course. Students will be notified through their **ACE mail account**.
- Students will be able to waitlist for multiple sections of the same course, **but will not** be able to register for the duplicate section of the same course they are already registered for. They will receive a **duplicate course error**.
  - Students will need to drop the course they are already registered for in order to add a different section of the same course.
- If students do not register within the 48 hour time frame, they will be automatically dropped from the waitlist. They will have to re-waitlist if seats are available and will be placed at the end of the list.

CLASS SEARCH FOR WAITLISTED COURSES

Students may conduct a class search and determine how many seats are available for waitlist on those courses that have the waitlist option available.

- **Conduct a class search without logging into Web for Students:**
  1. Go to the [A&M University-Texarkana](#) home page
  2. Click on Quick Links at the top of the page
  3. Click on Web for Students/Faculty
  4. Click on the Class Schedule link
  5. Select term from the drop down menu, click Submit
  6. Select subject (required)- **hold shift key down and arrow down to highlight all subjects.**
  7. Enter course number if selecting one subject (optional)

![Class Schedule Search](image)

8. Click **Class Search**
9. Click on the hyperlink course information (title/CRN/subject/course number/section)
10. The **Registration Availability** section will display seat and waitlist seat availability.
Conduct class search from the “Add/Drop” classes worksheet (logged into Web for Students)

1. Log into Web for Students
2. Click the Student tab, then Registration link
3. Click on the “Add or Drop Classes” link
4. Select the registration term from the drop down menu (if needed), click Submit
5. Click "Class Search", then Advanced Search
6. Select subject (required)- hold shift key down and arrow down to highlight all subjects.
7. Enter course number (optional)
8. Click "Section Search”
9. The sections found according to the criteria entered will be displayed.
10. Waitlist seat availability will be displayed for those courses with the waitlist option available.

HOW TO WAITLIST A COURSE

1. Log onto Web for Students
2. Click the Student tab, then Registration link
3. Click on the “Add or Drop Classes” link
4. Select the registration term from the drop down menu (if needed), click Submit
5. Enter the CRN on the “Add Classes Worksheet” and click Submit Changes.
6. Select waitlist from the drop down menu (if available).
7. Click "Submit Changes”.

8. The waitlisted course is now included on the student's "Current Schedule" with a "Waitlisted" status and date of when the course was waitlisted. Note: waitlisted courses are not counted as registered courses and are not counted in the total credit hours until the student registers for the course.

Please note: Waitlisting DOES NOT override co-requisites, pre-requisites, links, time conflicts, and other restrictions such as major, department, level, and college. A student must be eligible to register for the course in order to waitlist a course.
ONCE STUDENTS ARE ON THE WAITLIST

If a seat becomes available in the waitlisted course, the next student in line to register will receive an email at their ACE mail account. Students will have 48 hours from the time the notification was sent to register for the course before they are automatically dropped from the waitlist, at which time the next student on the waitlist will be offered the open space.

REGISTERING FOR A WAITLISTED COURSE

Once a student is notified when they can register for a waitlisted course:

1. Log into Web for Students
2. Click the Student tab, then Registration link
3. Click on the “Add or Drop Classes” link
4. Select the registration term from the drop down menu (if needed), click Submit
5. Select ‘Web Registered” from the drop down menu for the waitlisted course
6. Click “Submit Changes”. If no errors, Web for Students will display the waitlisted course with a registered status.

Please note: Students should take into account their max # of hours. Students will not be able to register for the waitlisted course, if it will put them over their max # of hours. One of the other classes will need to be dropped or an overload will need to be processed before the student can register for the waitlisted course.

CONGRATULATIONS, YOU HAVE SUCCESSFULLY REGISTERED FOR A WAITLISTED COURSE.