WAITLIST MANAGEMENT FOR STUDENTS

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Description: This quick guide provides instructions on how to add, register, view, and remove yourself from a waitlist.

Applies to: Students

ADD YOURSELF TO A WAITLIST

Use the **Find Course Sections** (or, for law students: **STU Find Course Sections – Law**) report to locate the course section you wish to join the waitlist for.

1. From the Global Navigation Menu, select the **Academics Hub**.

2. Click to expand the **Planning and Registration** or **Suggested Links** section.

3. Select **Find Course Sections** or **Find Course Sections – Law** report.
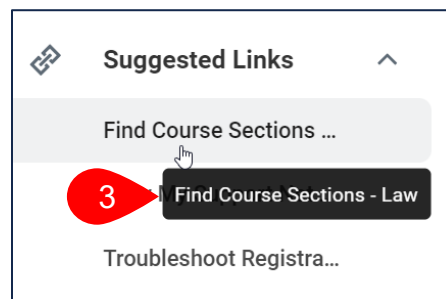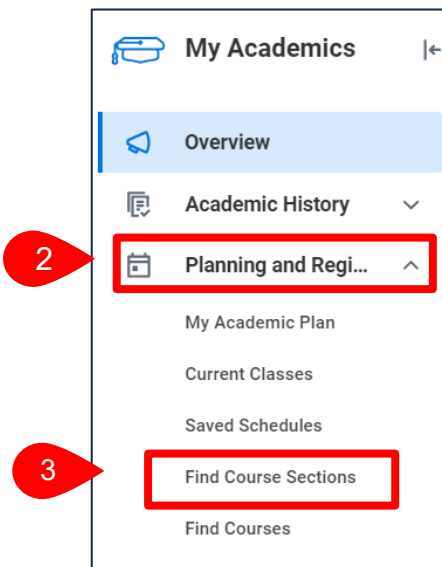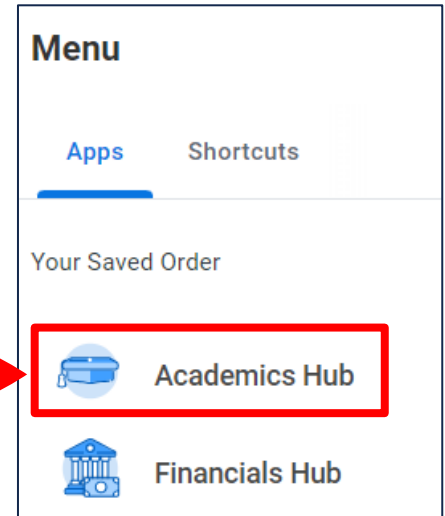
4. Enter selection criteria for the report.

   a. In the **Start Date within** field, select the Academic Period.

   b. Select the **Academic Level**.

   c. Click **OK**.
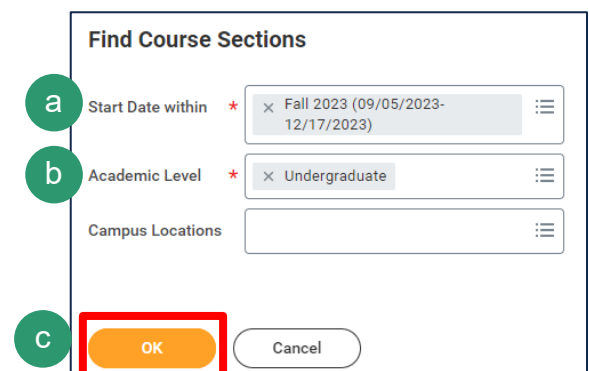
5. Locate the course section you wish to register for using the **Search Bar** or by selecting **Search Criteria** on the left-hand side.

Find Course Sections ...

Institution	Suffolk University		
Start Date within	Fall 2023(09/05/2023-12/15/2023)	Academic Level	Undergraduate

🔍 accounting decision

> Saved Searches

Current Search

[Save] [Clear All]

∨ **Subject**

☐ Accounting (12)

∨ **Section Status**

☐ Open (8)

☐ Waitlist (4)

12 Results

ACCT 201-A - Acct for Decision Making I
Acct for Decision Making I | Waitlist | Andrew Azer
Section Details M_W | 8:00 AM - 9:15 AM

ACCT 201-AE - Acct for Decision Making I
Acct for Decisi... | Waitlist | Eneda Golemi
Section Details ...Academic Center Room 116 | T | 5:00 PM - 7:30 PM

ACCT 201-B - Acct for Decision Making I
Acct for Decision Making I | Open | Christine Nolder
Section Details Samia Academic Center Room 115 | T_TH | 9:30 AM - 10:45 AM

6. Course sections that are at capacity will have a status of *Waitlist.* Click the **course name** to view details.

7. The details show:

    a. Enrolled/Capacity – The number of students enrolled and the number of seats in the course.

    b. Waitlisted/Waitlist Capacity – The number of students currently on the waitlist and the number of students allowed on the waitlist.

Instructional Formats	Lecture
Delivery Mode	In-Person
Enrolled/Capacity	29/29
Waitlisted/Waitlist Capacity	0/99
Meeting Patterns	M_W	12:30 PM - 1:45 PM

[Add to Saved Sched] [**Register**]

8. Select **Register**.

9. Select the course section and click **OK**.

Select	Section	Eligible	Section Status	Start Date	End Date
☑	ACCT 201-A - Acct for Decision Making I	☑	Waitlist	10/05/2023	12/15/2023

[OK] [Cancel]

⚠️ **Important:** You must register to be added to the waitlist.

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VIEW YOUR WAITLISTED COURSE(S)

1. From the Academics Hub, select **Current Classes** under Planning and Registration.

2. Locate **My Waitlisted Courses** under the My Enrolled Courses section.
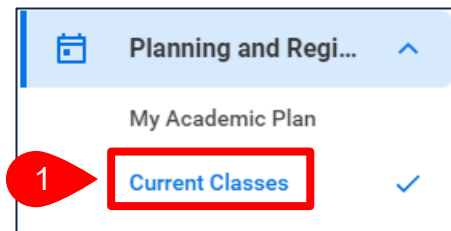
   a. The **registration status** shows where you are in line for a spot in the course.

REGISTER FROM A WAITLIST

You will receive an inbox item if there is a spot available in the course section. You have 48 hours to respond, otherwise you will be dropped from the waitlist and an inbox item will be sent to the next person in line.

Important: Respond within 48 hours or you will automatically be dropped from the waitlist.

1. Navigate to your **My Tasks/Inbox** and select the **Course Opening Available** item.

2. Complete one of the following actions:

   a. Select **Submit** to register for the course section.

   b. Select **Drop** to navigate to the course section wailist and remove yourself.

   c. Select the **Drop Registered Courses** tab to drop a currently registered course to make room in your schedule to enroll in this course.

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   d. Select **Deny** to skip your position on the waitlist. You will be notified once the next spot becomes availavble.
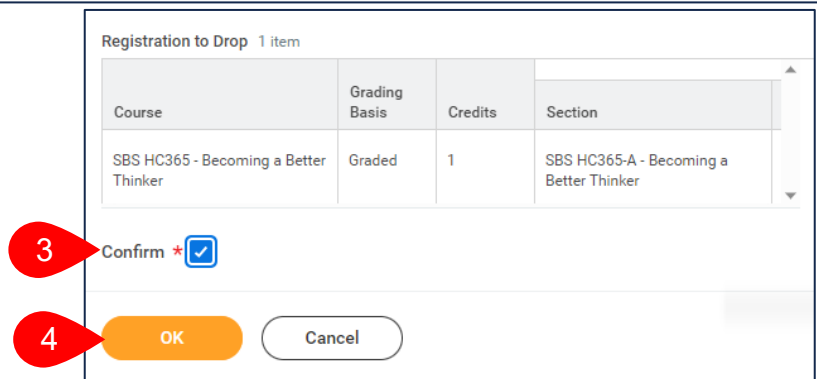
REMOVE YOURSELF FROM A WAITLIST

1. From the Academics Hub, select **Current Classes** under Planning and Registration.

2. Select **Drop** next to the waitlisted course.

	📅 Planning and Regi... ∧
	My Academic Plan
1	**Current Classes** ✓
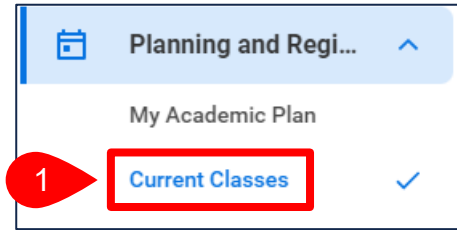
My Waitlisted Courses 1 item

		Waitlisted Sections				
Course Listing	Section	Meeting Patterns	Registration Status	Start Date	End Date	
SBS 101 - Business Foundations	SBS 101-C - Business Foundations	M_W | 11:00 AM - 12:15 PM |	Waitlisted (2 of 2)	09/05/2023	12/15/ **2**	Drop

3. Select **Confirm**.

4. Select **OK**.

Registration to Drop 1 item

Course	Grading Basis	Credits	Section
SBS HC365 - Becoming a Better Thinker	Graded	1	SBS HC365-A - Becoming a Better Thinker

3 Confirm * ☑

4 OK | Cancel

5. The below confirmation indicates the course section was successfully dropped, removing you from the waitlist.

Drop Student Course Registration

The task was completed successfully.