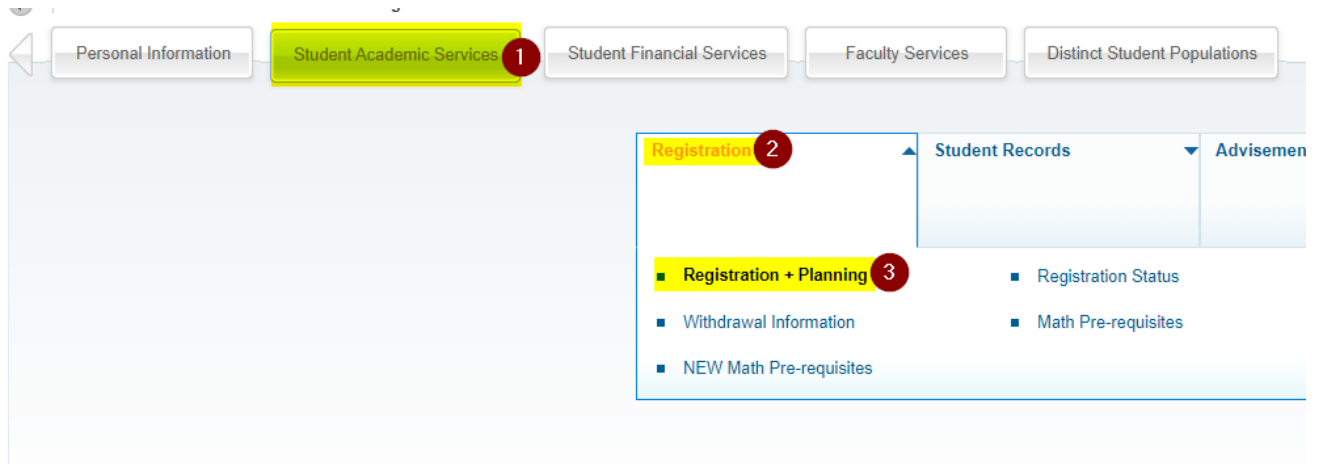


# Office of the Registrar

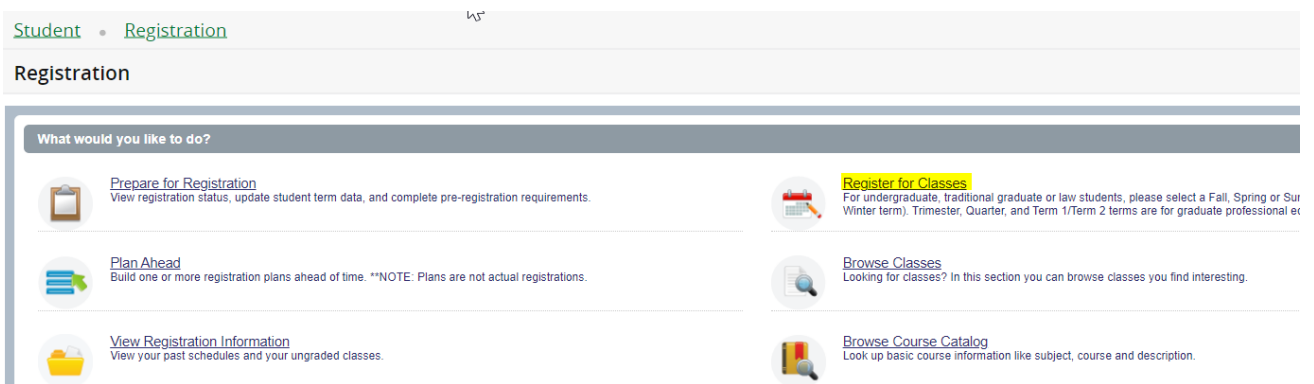
## How to Add a Course From a Waitlist

### Steps to Add Course From a Waitlist:

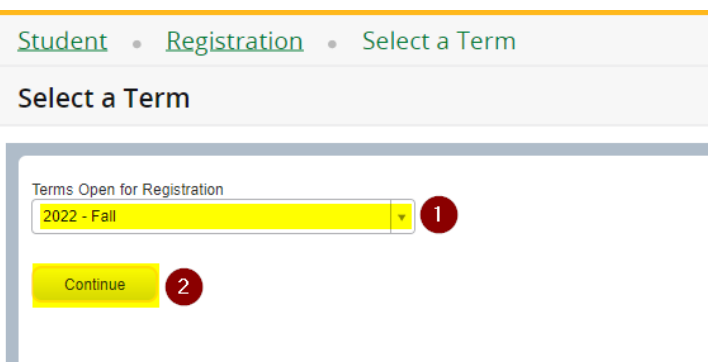
#### 1. Login to BearWeb. Select “Student Academic Services”, then “Registration” and then Select “Registration + Planning”



#### 1. Click “Register for Classes”



#### 2. Select appropriate term and click “Continue”



**3. Search for a class by adding the subject and course number, then click “Search”**

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria

Term: Fall 2022

Subject: Biology

Course Number: 4306

Keyword:

Search | Clear | Advanced Search

Schedule | Schedule Details

Class Schedule for Fall 2022	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Independent Study in Literature	ENG 4V18. 01	1	22316	Independent Stu...	Registered	None

**4. If a course has no seats available, it will say full under “Status”. Continue and select “Add” to add the course to your Summary**

**\*\* Note: Adding a course to the Summary section DOES NOT add you to the waitlist. You must continue to the next step.\*\***

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 1 Classes

Term: Fall 2022 | Subject: Biology | Course Number: 4306

Search Again

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Molecular Genetics & Genomics Class Instruction	Biology	4306	01	3	12120	Fall 2...			Main ...	FULL: 0 of 0			Add

Page 1 of 1 | 10 Per Page | Records: 1

Schedule | Schedule Details

Class Schedule for Fall 2022	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Independent Study in Literature	ENG 4V18. 01	1	22316	Independent Stu...	Registered	None

5. **Once course is added to Summary, it will be listed as “Pending” under ‘Status’. Select “Web Registered” under ‘Action’ and click “Submit”.**

The screenshot shows the 'Find Classes' interface. The search results table lists one class:

Title	Subject Description	Course No.	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Molecular Genetics & Genom... Class Instruction	Biology	4306	01	3	12120	Fall 2...			Main	Full: 0 of 0 999 (registrat...)			ADD

Below the search results is a 'Summary' section with a table:

Title	Details	Hours	CRN	Schedule Type	Status	Action
Molecular Genetics & Genom...	BIO 4306, 01	3	12120	Class Instruction	Pending	Web Registered
Independent Study in Literat...	ENR 4V16, 01	1	22316	Independent Stu...	Registered	None

At the bottom right of the summary section, there is a 'Submit' button.

6. **If a course is closed, after clicking “Submit”, the following error will be received. Continue to next step to add yourself to the waitlist.**

The screenshot shows a dark green banner with a white gear icon, a user profile icon, and a yellow box with the number '1'. Below the banner is a red error message:

**BIO 4306 CRN 12120: Closed - 0 Waitlisted**

7. **To be added to the waitlist, select the drop-down options under “Actions” in the Summary section, select “Waitlisted” and then click “Submit”. Clicking submit will add the student to the waitlist.**

**\*\*Note: Continue to the next page to find out how to view your waitlist position.\*\***

This screenshot is similar to the one in step 5, but with annotations for step 7. In the 'Summary' table, the 'Action' column for the 'Molecular Genetics & Genom...' row has a red circle '1' next to the 'Web Registered' dropdown menu. The 'Waitlisted' option in the dropdown is highlighted with a green box and a red circle '2'. At the bottom right, the 'Submit' button is highlighted with a red circle '3'.

# Steps to View Your Waitlist Position

## 1. Select “Schedule Details”

The screenshot shows the 'Register for Classes' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below this is a search bar with 'Search Results -- 1 Classes' and 'Term: Fall 2022 Subject: Biology Course Number: 4306'. A table lists search results with columns for Title, Subject Description, Course No., Section, Hours, CRN, Term, Instructor, Meeting Times, Campus, Status, Attribute, Linked Sections, and Add. The first result is 'Molecular Genetics & Genom...' with a status of 'FULL 0 of 0...' and '999 [registrat...'. Below the table is a pagination control showing 'Page 1 of 1' and '10 Per Page'. On the right, there is a 'Records: 1' indicator. Below the search results, there is a 'Class Schedule for Fall 2022' grid with columns for days of the week (Sunday to Saturday) and rows for times (6am, 7am, 8am). To the right of the grid is a 'Summary' table with columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action. The first row shows 'Molecular Genetics & Genomics' with a status of 'Waitlisted'. The second row shows 'Independent Study in Literature' with a status of 'Registered'.

## 2. To view your waitlist position, expand the selection by clicking the drop down arrow. Your position on the waitlist will be next to the words “Waitlist Position”.

The screenshot shows the 'Schedule Details' view for a class. At the top, there are tabs for 'Schedule' and 'Schedule Details'. Below this is a section for 'Class Schedule for Fall 2022'. The first class listed is 'Molecular Genetics & Genomics | Biology 4306 Section 01 | Class Begin: 08/22/2022 | Class End: 12/14/2022' with a status of 'Waitlisted'. Below this, there is a message: 'Message: Waitlisted | Hours: 0 | Level: Undergraduate | Campus: Main Campus | Schedule Type: Class Instruction | Instructional Method: Face-to-Face | Grade Mode: Stand...'. The 'Waitlist Position: 1' is highlighted in yellow. Below this, the second class listed is 'Independent Study in Literature | English 4V18 Section 01 | Class Begin: 08/22/2022 | Class End: 12/14/2022' with a status of 'Registered'. Below this, there is a message: 'Message: Waitlisted | Hours: 0 | Level: Undergraduate | Campus: Main Campus | Schedule Type: Class Instruction | Instructional Method: Face-to-Face | Grade Mode: Stand...'. The 'Waitlist Position: 1' is highlighted in yellow.