goodbye,
CRASHING...

HELLO,
WAIT LIST!
REGISTRATION MADE EASIER

www.sdsu.edu/waitlist
The Wait List allows students to wait for a course and be enrolled automatically if an open seat is available or when faculty add seats from course section wait lists.

REGISTRATION TIMELINE (example from Spring 2016)

- Students can add open course sections to their schedule from the day they register through the fifth day of classes (days vary for summer terms).
- If a course section is full, students can join the wait list for a course section on or after their registration date and time.
- Students must join the wait list for all course sections even if there are available seats beginning on the sixth day of classes through the tenth day of classes (days vary for summer terms).
- Faculty must add seats to their course sections in order for students to be added from the wait list.
Summer Session Wait List timelines vary from fall and spring terms. Please be aware of the deadlines.

### Six Week Summer Session 1 (S1)
- **May 2**
  - Registration Opens
- **May 23**
  - First Day of Classes
- **May 26**
  - Fourth Day of Classes
  - Auto Enroll Ends
- **June 1, 11:59 p.m.**
  - Seventh Day of Classes
  - Schedule Adjustment Deadline

### Thirteen Week Summer Session (T1)
- **May 2**
  - Registration Opens
- **May 23**
  - First Day of Classes
- **May 31**
  - Sixth Day of Classes
  - Auto Enroll Ends
- **June 3, 11:59 p.m.**
  - Ninth Day of Classes
  - Schedule Adjustment Deadline

### Six Week Summer Session 2 (S2)
- **May 2**
  - Registration Opens
- **July 6**
  - First Day of Classes
- **July 11**
  - Fourth Day of Classes
  - Auto Enroll Ends
- **July 14, 11:59 p.m.**
  - Seventh Day of Classes
  - Schedule Adjustment Deadline
View the public class schedule at [www.sdsu.edu/schedule](http://www.sdsu.edu/schedule).

Use the WebPortal icon to log in to your SDSU WebPortal account in order to access class rosters and manage your wait list(s).

The public class schedule displays how many students are waitlisted for each class section.
Enter your user name and password to log in to WebPortal.
Choose “WebRoster” from the menu to manage your course section wait lists.
Welcome to the SDSU WebRoster system.

Step 1. Choose a period, then Click List Courses

- Please choose a period: **Sp 2016**
- To see a class roster, click "List Courses"

Choose the current semester to access your courses.
The class roster will indicate how many students are waiting for the course section.

Click here to add students from the Wait List.

Students added from a wait list will be noted in the “Added from Wait List” column.
To add students from the wait list, select the number of seats you want to open and then click “Add Seats.”

Open University students will be indicated in the list.
### Wait List Management

**Course**: COMM300 -- CONCEPTUALIZING COMMUNICATION  
**Term**: 20153  
**Sched #**: 20086  
**Admin Unit**: R  
**Session**: S1

You are adding 5 students from the wait list to your class. Once you confirm, students will be automatically enrolled and will receive an email notification confirming enrollment.

- **Confirm**  
- **Cancel**

Before seats are added, you will be asked to confirm your selection.
A message will indicate your request is being processed.

Wait List Request Statuses:
- **Pending**: A request is being processed.
- **Cancelled**: A student who was originally eligible to add the course section is no longer qualified.
- **Done**: The request to add a student was completed.
Important Reminder

• Faculty can start adding seats on the **first day of classes**.

• During registration, when a seat becomes available (i.e., a student drops the section), students will be automatically enrolled from the wait list.

• Starting on the **sixth day of classes (days vary for summer terms)**, auto enrollment ends and faculty will need to add seats in order to add students from the wait list.