goodbye, CRASHING...

HELLO, WAIT LIST!

REGISTRATION MADE EASIER

SPRING 2016

www.sdsu.edu/waitlist
The Wait List will allow 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

- **January 6**
  - Registration Opens

- **January 20**
  - First Day of Classes

- **January 27**
  - Sixth Day of Classes

- **February 2, 11:59 p.m.**
  - Tenth Day of Classes/Schedule Adjustment Deadline

- **Students can add open course sections to their schedule from the day they register through the fifth day of classes.**
- **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.**
- **Faculty must add seats to their course sections in order for students to be added from the wait list.**
View the public class schedule at 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.
Before seats are added, you will be asked to confirm your selection.

### Wait List Management

<table>
<thead>
<tr>
<th>Course</th>
<th>COMM300 -- CONCEPTUALIZNG COMMUNICTN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>20153</td>
</tr>
<tr>
<td>Sched #</td>
<td>20086</td>
</tr>
<tr>
<td>Admin Unit</td>
<td>R</td>
</tr>
<tr>
<td>Session</td>
<td>S1</td>
</tr>
</tbody>
</table>

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

[Confirm] [Cancel]
Wait List Management

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<th>Course</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

5 seats will be added to your course section shortly.

You have 5 students on the wait list. To add students from the wait list, select the number of students, click submit. Students will automatically be enrolled and will receive an email notification confirming this.

The students on the wait list have been ranked for you as the wait list is anonymous. Open University higher than matriculated students if they are already enrolled in another section of this course.

Please select number of seats: 1 Open U ↑ Add Seats

The request status will remain pending while the enrollment is being processed. Once the enrollment is confirmed, the cancelled if the student is no longer eligible.

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.

<table>
<thead>
<tr>
<th>Wait List Request #</th>
<th>Request Date</th>
<th>Number Requested</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>#126</td>
<td>01/25/2016 02:27 PM</td>
<td>5</td>
<td>5 Pending</td>
</tr>
<tr>
<td>#125</td>
<td>01/25/2016 11:29 AM</td>
<td>2</td>
<td>2 Pending</td>
</tr>
<tr>
<td>#117</td>
<td>01/23/2016 12:37 AM</td>
<td>5</td>
<td>2 Cancelled 1 Done 2 Pending</td>
</tr>
<tr>
<td>#116</td>
<td>01/21/2016 11:05 AM</td>
<td>4</td>
<td>4 Pending</td>
</tr>
</tbody>
</table>
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**, auto enrollment ends and faculty will need to add seats in order to add students from the wait list.