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)**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Opens</td>
<td>January 6</td>
</tr>
<tr>
<td>First Day of Classes</td>
<td>January 20</td>
</tr>
<tr>
<td>Sixth Day of Classes</td>
<td>January 27</td>
</tr>
<tr>
<td>Tenth Day of Classes/ Schedule Adjustment Deadline</td>
<td>February 2, 11:59 p.m.</td>
</tr>
</tbody>
</table>

- 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 REGISTRATION TIMELINES

Summer Session Wait List timelines vary from fall and spring terms. Please be aware of the deadlines.

**Six Week Summer Session 1 (S1)**
- **Registration for open seats**
- Students join wait lists for course sections
- Students are autoenrolled from the wait list
- Faculty control adding seats
- Faculty add seats from the wait list

- **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)**
- **Registration for open seats**
- Students join wait lists for course sections
- Students are autoenrolled from the wait list
- Faculty control adding seats
- Faculty add seats from the wait list

- **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)**
- **Registration for open seats**
- Students join wait lists for course sections
- Students are autoenrolled from the wait list
- Faculty control adding seats
- Faculty add seats from the wait list

- **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
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.

View the public class schedule at www.sdsu.edu/schedule.
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.

<table>
<thead>
<tr>
<th>Wait List Request #</th>
<th>Request Date</th>
<th>Number Requested</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<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 PM</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>
Wait List Management

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.

**Course**: COMM300 -- CONCEPTUALIZNG COMMUNICTN
**Term**: 20153
**Sched #**: 20086
**Admin Unit**: R
**Session**: S1

[Confirm]  [Cancel]

Before seats are added, you will be asked to confirm your selection.
Wait List Management

Course: COMM300 -- CONCEPTUALIZNG COMMUNICTN
Term: 20162
Sched #: 20086
Admin Unit: R
Session: S1

There are 5 students on the wait list. To add students from the wait list, select the number of students you wish to add and click submit. Students will automatically be enrolled, and you will receive an email notification confirming their enrollment.

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

5 seats will be added to your course section shortly.

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.

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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.