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

- **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**

**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.
If you are a current student, use the WebPortal icon to log in to your SDSU WebPortal account in order to access registration functions.

The public class schedule displays which class sections have wait lists.
Enter your RedID and Password to log in to WebPortal.
You can access the Class Schedule through the navigation on the left side of the page.
When a class section is full, the option to wait for a class will appear instead of "Add."

The number of students on a wait list for a class section is displayed in the "Seats Open" column.

"Wish" has been replaced by "Plan."
### Adding a Class to Your Wait List

Before a class section can be added to your Wait List, you must carefully read and agree to the terms by checking the corresponding boxes.

**Adding this class to my wait list means:**

- If I decide that I no longer want to enroll in this class, I am responsible for removing this class from my wait list. If I do not remove this class from my wait list, I will be automatically enrolled if a space becomes available.
- If a space becomes available, I will be automatically enrolled in this class even if a time conflict exists with a current class on my schedule; the class on my wait list will be added and I will be dropped from my previously enrolled class.
- I will be given a ranking position as soon as I add this class to my wait list. However, I understand my ranking position may change at any time. It is my responsibility to manage my wait list up to the schedule adjustment deadline.

When all of the boxes are checked, the button to add the class section to your wait list will become active.

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>CRN</th>
<th>Title</th>
<th>Units</th>
<th>Format</th>
<th>Time</th>
<th>Day</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCS-111A</td>
<td>4</td>
<td>20577</td>
<td>ORAL COMMUNICATION</td>
<td>3</td>
<td>Lecture</td>
<td>1230-1345</td>
<td>TTH</td>
<td></td>
</tr>
</tbody>
</table>
A warning will appear before you add a class section to your Wait List if there is a scheduling conflict with a course section you are already enrolled in.

The message will display which class(es) will be dropped if you are automatically enrolled from the wait list.
WAIT LIST Adding a Class to Your Wait List

A failed message will appear if you are not eligible to be on a wait list for a course section. The reason(s) you were not added to the course section’s wait list will appear in the red box.
When a course section is successfully added to your Wait List, a confirmation will appear and the class will display under “My Wait List.”

The “Rank” column displays your current position in a course section’s wait list. Your ranking may change throughout the registration period.
Email Notification

• When you are automatically enrolled in a course section from the wait list, you will receive an email notification.

Manage Your Wait List

• Remove a class from your Wait List if you decide that you no longer want to enroll in the course section. **If you fail to remove unwanted course sections from your Wait List you risk being automatically enrolled which could cause a class to be dropped from your schedule or result in enrollment in a class that you do not want or need.**

• You may only be on wait lists for four course sections.

• You may only be enrolled in a total of four course sections from your wait list.

• To manage your Wait List and enrolled courses, use the “Manage” buttons on your “My Registration Info” page in WebPortal to access the “My Classes” page.
Manage your Wait List on the “My Classes” page.
The “Timetable View” now gives you the option to view classes you are registered for along side your Wait List classes.

You may choose to view or hide classes from “My Classes,” “My Wait List,” and “My Planner” by checking or unchecking the boxes at the top of the page.

Classes on a Wait List are indicated by a diagonal line pattern.
Important Reminders

• Plan for classes before your registration date. The Wish List is now My Planner.

• Manage your Wait List to be sure you are only enrolled in the course sections you need.

• No more add codes means no more crashing. Everything is automated with the Wait List.

• Don’t forget to check out the FAQ page to learn more.