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 REGISTRATION TIMELINES (example from summer 2016)

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 25
  - Auto Enroll Ends
- June 1, 11:59 p.m.
  - 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 27
  - Auto Enroll Ends
- June 3, 11:59 p.m.
  - 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 8
  - Auto Enroll Ends
- July 14, 11:59 p.m.
  - Schedule Adjustment Deadline
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."
WAIT LIST - 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.

When all of the boxes are checked, the button to add the class section to your wait list will become active.
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. My Planner is what was previously called the Wish List.

• 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.