

How to Waitlist a Course

You can waitlist courses that are full and have waitlist seats available. The number of available waitlist seats is located in the status column of the course schedule.

Title	Course Number	Subject Description	Section	Hours	CRN	T	Instructor	Meeting Times	Campus	Status	Attribute
Introduction to Politics Lecture	110	Political Science	03	3	31165	N		S M T W T F S 08:00 AM - 08:50 AM	Radford	FULL: 0 of 15 seats remain. 13 of 15 waitlist seats remain	Add

Status

FULL: 0 of 15 seats remain.

13 of 15 waitlist seats remain.

This course is full, but has 13 available waitlist seats.

To waitlist this course, click “Add” in the farthest column on the right of the course entry.



The course will then display in the summary window with “Pending” in the Status column and “Web Registered” in the Action column.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Politics	POSC 110, 03	3	31165	Lecture	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 7

Submit

If the Action is not changed from “Web Registered” to “Waitlisted” before clicking Submit, an error message will appear in the upper right corner of your screen indicating that the course is closed and the number of students currently on the waitlist for it.

POSC 110 CRN 31165: Closed - 2 Waitlisted

To waitlist the course, select “Waitlisted” from the Action menu and submit changes.

The screenshot shows a table with columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The first row is for 'Introduction to Politics' (POSC 110, 03) with 3 hours and CRN 31165. The status is 'Errors Preventing...'. The Action dropdown menu is open, showing options: Remove, Remove, **Web Registered**, and Waitlisted (highlighted in blue). A 'Submit' button is at the bottom right.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Politics	POSC 110, 03	3	31165	Lecture	Errors Preventing...	<ul style="list-style-type: none"> Remove Remove **Web Registered** Waitlisted

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 7

Submit

“Waitlisted” will appear highlighted in green in the Status column, indicating that you are now on the waitlist for that particular course.

The screenshot shows the same table as above, but the status is now 'Waitlisted' (highlighted in green) and the Action dropdown is set to 'None'. The 'Submit' button is still present.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Politics	POSC 110, 03	0	31165	Lecture	Waitlisted	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 7

Submit

If an opening becomes available in the course, and you are the next in line on the waitlist, an email will be sent to your RU email account letting you know you can register for the course. The email subject will be “Waitlist Notification for [CRN of Course].” You will have 24 hours from the time of the email notification to register for the course.

To register for the course, simply go to your registration page and select “Web Registered” from the Action menu and submit your changes.

The screenshot shows the same table as above, but the Action dropdown menu is open, showing options: None, None, Web Drop, and **Web Registered** (highlighted in blue). The 'Submit' button is at the bottom right.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Politics	POSC 110, 03	0	31165	Lecture	Waitlisted	<ul style="list-style-type: none"> None None Web Drop **Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 7

Submit

“Registered” will appear in the Status column, indicating that you are now registered for the course.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Politics	POSC 110, 03	3	31165	Lecture	Registered	None 

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 7

Submit