

## How to Waitlist a Course

Select courses offer the option to waitlist.

The screenshot shows a course selection interface. On the left is a sidebar with filter options: Availability (Open Sections), Subjects (AVT Avionics (2), BCT Building Construction (6), BIO Biology (5), BMT Biomedical Technician (1), BTh Biotechnology (1)), Locations (Beaufort - Main Campus (54), New River Campus (4)), Show All Terms, Days of Week (Monday (19), Tuesday (25), Wednesday (21), Thursday (22), Friday (5)), and Time of Day. The main content area shows filters applied for 'Summer 2019 10 Week Term'. The course 'BIO-112 Basic Anatomy and Physiology (4 Credits)' is displayed with a description and an 'Add Course to Plan' button. Below this, a table for 'Summer 2019 10 Week Term' shows sections for 'Basic Anatomy and Physiology 01'. The table has columns for 'Waitlisted', 'Times', and 'Locations'. The 'Waitlisted' column shows '0' for the first section, which is circled in red. The 'Times' column shows 'T/Th 8:30 AM - 10:00 AM' and 'T/Th 10:30 AM - 1:00 PM'. The 'Locations' column shows 'Beaufort Building 101' and 'Beaufort Building 109 Laboratory/Clinical'. There are 'Add Section to Schedule' buttons for each section.

**When a course that allows waitlisting becomes full, the status will change from “Seats” to “Waitlisted”. A maximum of 5 students will be allowed to waitlist.**

**If there are spots left on the waitlist, click the “Add Section to Schedule” button. This will add the course to your plan.**

The course will now appear in the Plan and Schedule screen for the selected term with the option to Waitlist.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Summer 2019 10 Week Term

Your registration period for Summer 2019 10 Week Term begins on 3/25/2019 at 12:00 AM

Planned: 4 Credits Enrolled: 3 Credits Waitlisted: 0 Credits

**BIO-112.01: Basic Anatomy and Physiology**

✓ **Planned**

Credits: 4 Credits  
Grading: Graded  
Instructor: Kirkland, J  
5/20/2019 to 8/1/2019  
Waitlisted: 0

Meeting Information

This section has a waitlist

**Waitlist**

View other sections

Click the Waitlist button and the course status will change from Planned to Waitlisted.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Summer 2019 10 Week Term

Your registration period for Summer 2019 10 Week Term begins on 3/25/2019 at 12:00 AM

Planned: 0 Credits Enrolled: 3 Credits Waitlisted: 4 Credits

**BIO-112.01: Basic Anatomy and Physiology**

✓ **Waitlisted**

Credits: 4 Credits  
Grading: Graded  
Instructor: Kirkland, J  
5/20/2019 to 8/1/2019  
Waitlisted: 1

Meeting Information

This section has a waitlist

**Drop Waitlist**

View other sections

When a seat becomes available in the waitlisted course, you will receive an email notification to your TCL email that you have 24 hours to claim the seat. If the time expires, you will no longer have the option to register for the course and an email will be sent to the next person on the waitlist.

The screenshot shows a web interface for course registration. At the top, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below this, a navigation bar shows 'Summer 2019 10 Week Term' with navigation arrows and a '+ Register Now' button. A notification bar states: 'Your registration period for Summer 2019 10 Week Term begins on 3/25/2019 at 12:00 AM' with a 'Refresh' button. Below the notification are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. A summary bar shows 'Planned: 0 Credits', 'Enrolled: 3 Credits', and 'Waitlisted: 4 Credits'. The main content area displays a course card for 'BIO 112-01: Basic Anatomy and Physiology' which is 'Waitlisted'. The card lists 'Credits: 4 Credits', 'Grading: Graded', 'Instructor: Kirkland, J', '5/20/2019 to 8/1/2019', and 'Seats Available: 1'. It includes a 'Meeting Information' section with 'Register' and 'Drop Waitlist' buttons, and a 'View other sections' link. A blue callout box with a black border is overlaid on the 'Register' and 'Drop Waitlist' buttons, containing the text: 'You will have the option to register for the course or drop yourself from the waitlist if you no longer wish to take the selected course.' The background shows a calendar grid with 'MAT 102-10' sections on Tuesday and Thursday at 6pm.

Once you select the Register option, you will receive an email confirming that you have been removed from the waitlist and officially registered for the course.

**\*\*Note: Waitlisting through Self-Service is only available during open registration dates. Once registration has ended for the selected term, you will then be required to contact the Administrative Assistant for the department to inquire about waitlisting.**