WAITLISTING
How-To Guide for Students

General Guidelines

- First-come, first-served.
- Not all classes are available with the Waitlist option.
- Available until registration closes.
- Does not guarantee a seat in the class – it is a placeholder should a seat become available.
- Does not mean you are registered in the class.
- **Waitlisted courses do not count toward enrollment hours for Financial Aid purposes. If you have questions, please contact the Financial Aid & Scholarships Office.**
- All prerequisite and registration restrictions apply to Waitlisting.
- If a seat becomes available, the student in position 1 will be notified via their SHSU email account.
  - Student must take action to enroll by registering for the course.
  - The option to enroll will expire.
  - Students are given a specific notification timeframe to add the course, once the notification has been sent.
  - The option to enroll will expire.
  - The notification email does **not** automatically enroll the student in the course.

How to Waitlist a Class

If you do not know how to register, please review our **How-To Register Guide** on the Registrar’s webpage.

1. Click the “Add” button next to a class that is full.
2. The class will add to the Summary as “Pending.” To waitlist the class, change the “Web Registered” Action to “Waitlisted” and then click “Submit.”

1. Select the “Action” Dropdown

2. Select “Waitlisted”

3. Click “Submit”
3. A green check mark will pop-up at the top of the screen and state “Save Successful.” The Registration Status will also update to “Waitlisted” in green

Potential Waitlist Error Messages

Solution: Add yourself to the Waitlist or search for another available section.
How to Register for a Class that Has Been Waitlisted

1. You will receive a Waitlist notification to your SHSU email if a seat becomes available in the Waitlisted class.
   Note: The notification email will give a **limited timeframe** for you to add the class. You must register for the class within the **given timeframe**, otherwise you must waitlist the class again, and an available seat in the future is not guaranteed.

   *(Please see a sample notification email at the end of the document)*

2. Go to the [Add or Drop classes portal in MySam](Registration Tab > Add/Drop classes > Register for Classes).

3. Click the “Action” dropdown, select “Web Registered,” and click “Submit.”

![Screenshot of Add or Drop classes portal in MySam showing the Web Registered action and the submit button.](image-url)
4. A green check mark will pop-up at the top of the screen and state “Save Successful.” The Registration Status will also update to “Registered” in green.

Sample of Student Email:

**Please DO NOT reply to this message**

Last name, First
Sam Id

Dear Student,

A seat has become available for your waitlisted course: 81517 MATH 1314 01 Pre-Calculus Algebra.

You must register before 24-JUL-2018 08:57 AM or the seat will be offered to the next student on the waitlist.

*NOTE: You must register before 24-JUL-2018 08:57 AM, or registration closes, whichever comes first.*

If you wish to register, log in to MySam -> Registration tab and register within the waitlist deadline. If you no longer need this course, please log in to MySam -> Registration tab -> Add/Drop Classes link to remove your name from the waitlist.

For further instructions, go to www.shsu.edu/registrar or contact us at registrar@shsu.edu or (936) 294-1040.

Thank You,

The Office of the Registrar
Sam Houston State University