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## WAITLISTING – *How-To Guide for Students*

### **General Guidelines**

- Waitlisting is first-come, first-served.
- Waitlisting is only available during the Spring and Fall semesters.
- Waitlisting is available up to the last day to add a class on MySam.
- Waitlisting **does not guarantee a seat** in the class.
- Waitlisting holds a spot in line should a seat become available.
- Waitlisting **does not mean you are registered in the class.**
- 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.
- Students are given 24 hours to add the course, once the notification has been sent (time limit is subject to change one week prior to the first class day).
- The notification email does **not** automatically enroll the student in the course. Student must take action to enroll.
- does not count toward enrolled hours for Financial Aid purposes
- holds a spot in a queue should a seat become available
- checks for registration errors (prerequisites, etc.) before adding a student to the Waitlist
- automatically sends an email notification to your SHSU email account when a seat becomes available
  - Student must then login to MySam to register for the course
- will expire 24 hours after the email notification
  - Does NOT automatically enroll you into the class section
- is available through the last day to register or add classes in MySam, midnight on the 6th class day (for fall/spring semesters). After that day, all Waitlists are cleared and standard requirements and practices are in place.

**The following begins after adding a full class.** If you do not know how to register, please review our [How-To Register Guide](#) on the Registrar's webpage. Not all classes are available with the waitlist option.



**How to Waitlist a Class**

1. Click the "Add" button next to a class that is full.

Meeting Times	Campus	Status	Action
S M T W T F S 08:00 AM - 08:50 AM Type: Lecture Building: LEE	Main	3 of 40 seats remain.	Add
S M T W T F S 09:00 AM - 09:50 AM Type: Lecture Building: LEE	Main	<b>FULL: 0 of 40 seats remain.</b>	Add
S M T W T F S 09:00 AM - 09:50 AM Type: Lecture Building: LEE	Main	1 of 30 seats remain.	Add
S M T W T F S 10:00 AM - 10:50 AM Type: Lecture Building: LEE	Main	1 of 39 seats remain.	Add

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

Title	Details	Hours	CRN	Schedule Typ	Status	Action
College Mathematics	MATH 1332, 02	3	81690	Lecture	Pending	**Web Registered**
Animal Science	ANSC 1319, 01	3	80959	Lecture	Registered	None
Animal Science Laborat...	ANSC 1119, 03	1	80591	Laboratory	Registered	None
Composition I	ENGL 1301, 46	3	80170	Lecture	Registered	None
Intro To Collegiate Studies	UNIV 1301, 99	3	80749	Lecture	Registered	None

Total Hours | Registered: 16 | Billing: 16 | CEU: 0 | Min: 0 | Max: 19

Submit

2. Select "Waitlisted"

Title	Details	Hours	CRN	Schedule Typ	Status	Action
College Mathematics	MATH 1332, 02	3	81690	Lecture	Pending	Waitlisted
Animal Science	ANSC 1319, 01	3	80959	Lecture	Registered	None
Animal Science Laborat...	ANSC 1119, 03	1	80591	Laboratory	Registered	None
Composition I	ENGL 1301, 46	3	80170	Lecture	Registered	None
Intro To Collegiate Studies	UNIV 1301, 99	3	80749	Lecture	Registered	None

Total Hours | Registered: 16 | Billing: 16 | CEU: 0 | Min: 0 | Max: 19

Submit

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

The screenshot shows a user interface with a dark blue header bar containing a gear icon, a user profile icon, and a notification count of '1'. Below the header, a green message box displays a checkmark and the text "Save Successful". To the right, a blue callout box contains the text "Save Successful" Message". Below this, a table titled "Summary" is shown. The table has columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action. The first row, "College Mathematics", has a status of "Waitlisted" highlighted in green and a blue box around it. A blue callout box next to it says "Status Changes to 'Waitlisted'". The other two rows, "Animal Science" and "Animal Science Laboratory", have a status of "Registered".

Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">College Mathematics</a>	MATH 1332, 02	0	81690	Lecture	Waitlisted	None
<a href="#">Animal Science</a>	ANSC 1319, 01	3	80959	Lecture	Registered	None
<a href="#">Animal Science Laboratory</a>	ANSC 1119, 03	1	80591	Laboratory	Registered	None

**The class is now successfully waitlisted, however, the class will not automatically add to your schedule if a seat becomes available. To successfully register for the class that you have waitlisted, please follow the steps below.**

### **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."

Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Business Analysis</a>	BANA 2372, 03	0	80610	Lecture	Waitlisted	**Web Registered** None **Web Registered** Student Drop by Web
<a href="#">Coaching Of Basketball</a>	KINE 2367, 01	3	81831	Lecture	Registered	
<a href="#">Film History and Criticism</a>	MCOM 2351, 01	3	84008	Online Lect...	Registered	
<a href="#">The Middle East, 500 - 1700</a>	HIST 3362, 01	3	80622	Online Lect...	Registered	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 19

**3. Click "Submit"**

Submit

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.

Save Successful

**"Save Successful" Message**

Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Animal Science</a>	ANSC 1319, 01	3	80959	Lecture	Registered	None
<a href="#">Animal Science Laboratory</a>	ANSC 1119, 03	1	80591	Laboratory	Registered	None
<a href="#">Composition I</a>	ENGL 1301, 46	3	80170	Lecture	Registered	None



**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](http://www.shsu.edu/registrar) or contact us at [registrar@shsu.edu](mailto:registrar@shsu.edu) or (936) 294-1040.*

*Thank You,*

*The Office of the Registrar  
Sam Houston State University*