



## 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.

	Meeting Times	Campus	Status	
<a href="#">a_Sanduni</a> (Primary)	S M T W T F S 08:00 AM - 08:50 AM Type: Lecture Building: LEE	Main	3 of 40 seats remain.	<input type="button" value="Add"/>
<a href="#">avid</a> (Primary)	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>	<input type="button" value="Add"/>
<a href="#">rel</a> (Primary)	S M T W T F S 09:00 AM - 09:50 AM Type: Lecture Building: LEE	Main	1 of 30 seats remain.	<input type="button" value="Add"/>
<a href="#">a_Sanduni</a> (Primary)	S M T W T F S 10:00 AM - 10:50 AM Type: Lecture Building: LEE	Main	1 of 39 seats remain.	<input type="button" value="Add"/>



- 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
<a href="#">College Mathematics</a>	MATH 1332, 02	3	81690	Lecture	Pending	**Web Registered**
<a href="#">Animal Science</a>	ANSC 1319, 01	3	80959	Lecture	Registered	None
<a href="#">Animal Science Laborat...</a>	ANSC 1119, 03	1	80591	Laboratory	Registered	None
<a href="#">Composition I</a>	ENGL 1301, 46	3	80170	Lecture	Registered	None
<a href="#">Intro To Collegiate Studies</a>	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
<a href="#">College Mathematics</a>	MATH 1332, 02	3	81690	Lecture	Pending	Waitlisted
<a href="#">Animal Science</a>	ANSC 1319, 01	3	80959	Lecture	Registered	None
<a href="#">Animal Science Laborat...</a>	ANSC 1119, 03	1	80591	Laboratory	Registered	None
<a href="#">Composition I</a>	ENGL 1301, 46	3	80170	Lecture	Registered	None
<a href="#">Intro To Collegiate Studies</a>	UNIV 1301, 99	3	80749	Lecture	Registered	None

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

Submit

3. Click "Submit"



- 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 registration interface. At the top, a green message box says "Save Successful". To the right, a blue callout box says "Save Successful Message". Below this is a table with the following data:

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

A blue callout box points to the "Waitlisted" status in the first row, saying "Status Changes to 'Waitlisted'".

**Potential Waitlist Error Messages**

The first screenshot shows an error message: "ENGL 3330 CRN 81028: Section closed - Waitlist available - 1 student(s) currently on the Waitlist".

The second screenshot shows another error message: "ENGL 3330 CRN 81028: Open seat(s) are currently reserved for student(s) on the Waitlist- Waitlist available".

A callout box points to both messages with the text: "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."

The screenshot shows a table with the following data:

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

Below the table, there is a summary bar: Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 19. A green callout box points to the 'Action' dropdown for the 'Business Analysis' class, which is open and showing the 'Web Registered' option. Another green callout box points to the 'Submit' button at the bottom right.



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.

The screenshot shows a user interface with a green notification bar at the top that says "Save Successful". To the right of this bar is a green button that says "Save Successful Message". Below the notification is a table with the following data:

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