WAITLIST STEPS FOR LABS/ RECITATIONS

OVERVIEW:

- Courses with labs/recitations have the waitlist cap added to the LAB/RECITATION, not the course.
- If there is space in a lab/recitation, there is space in the course.
- Allows students to change lab/recitation sections.

SPACE IN COURSE, BUT PREFERRED LAB/RECITATION IS FULL:

- You should register for the course and lab/recitation that are open, securing your space in the course.
- You can waitlist yourself for the other lab/recitation, and if a space becomes available, you can switch.
- Waitlisting your space for a particular lab/recitation, where the course isn't full, will not hold your space in the course.

WAITLIST FOR A LAB/RECITATION, COURSE IS FULL:

- Register for the waitlist if a course is full, and there are waitlist spaces available for the lab/recitation.

Sections Found

Mathematics

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
C	30117	MATH	1190	1	M	3.000	Fundamental Mathematics	TR	05:30 pm-07:59 pm	30	30	0	0	0	0
C	30118	MATH	1190	1R	M	0.000	REC: Fundamental Mathematics	TR	08:00 pm-09:15 pm	30	30	0	15	0	15
C	31281	MATH	1190	1RB	M	0.000	REC B: Fundamental Math	TR	03:00 pm-04:15 pm	0	0	0	0	0	0

- Add the CRNs for the course and lab/recitation into the Add Classes Worksheet.

Add Classes Worksheet

CRNs

| 30117 | | 30118 | | |

Submit Changes   **Class Search**   **Reset**

- Select Waitlisted from the drop-down menu and submit changes.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	Waitlisted ▾	30118	MATH	1190	1R	Undergraduate	0.000	Recitation	REC: Fundamental Mathematics
Closed Section This section is currently full. You can choose a different section, monitor this section or contact the department to request permission to register.		30117	MATH	1190	1	Undergraduate	3.000	Standard Letter	Fundamental Mathematics

Add Classes Worksheet

CRNs

| | | | | | |

Submit Changes   **Class Search**   **Reset**

- You are now waitlisted for a lab/recitation.
- If a space becomes available, you will receive an email to register within 24 hours.

WAITLIST EMAIL RECEIVED, REGISTER FOR COURSE AND LAB/RECITATION:

- When you receive an email to register, change the lab/recitation to **Web Registered** and enter the CRN for the COURSE in the add classes worksheet. Submit changes.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Waitlisted on 30-MAR-2023	**Web Registered** ⌄	30118	MATH	1190	1R	Undergraduate	0.000	Recitation	REC: Fundamental Mathematics

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 9.000
Date: 30-MAR-2023 09:11 am

🛑 **Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
DUPLICATE CRN	30118	MATH	1190	1R	Undergraduate			REC: Fundamental Mathematics

Add Classes Worksheet

CRNs

30117				

[Submit Changes] [Class Search] [Reset]

- You are now registered for both the course and the recitation.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on 30-MAR-2023	None ⌄	30118	MATH	1190	1R	Undergraduate	0.000	Recitation	REC: Fundamental Mathematics
Web Registered on 30-MAR-2023	None ⌄	30117	MATH	1190	1	Undergraduate	3.000	Standard Letter	Fundamental Mathematics

SWITCHING LAB/RECITATION SECTIONS, REGISTERED IN COURSE:

- If switching to a different lab/recitation section but are already registered for the course.
- **Web Drop** the lab/recitation you no longer require and select **Web Registered** for the section you want.
- Do not modify the course.
- Submit changes.