Waitlist
Registration Instructions

**Waitlisting** is a feature which allows a student to add themselves to a waitlist on a class that has met its maximum enrollment limit.

These instructions are intended for current students and will give some general guidelines about waitlisting, an executive summary of how waitlisting works, and will show a tutorial of how a student is able to put himself onto a waitlist.

**GENERAL GUIDELINES**
- Waitlisting is based on a first-come, first-served basis.
- The student in the first position will be notified via OFFICIAL CSU EMAIL once a seat becomes available.
- Waitlisting is available up to the last day to add a class on the DUCK.
- Waitlisting does not guarantee a seat in the class.
- Waitlisting holds a spot in line should a seat become available.
- Waitlisting does not mean the student is registered into the class.
- Provides registration error checking before adding to Waitlist.
- Automatic email notification when seat opens.
- Has An 18 hour time limit after email notification.
- Does NOT automatically enroll the student in the course.

**BASICS ON HOW WAITLISTING WORKS**
Student attempts to enroll in a closed class that has the Waitlist option

1) **Student receives the “Closed, There are # student(s) on the waitlist for this class” message**
2) The student has the option to elect to **Waitlist** into the closed section.
   a) If student elects to Waitlist, this does not mean they are registered.
3) A student drops the class, making a seat available.
4) The student whom is first in line is notified via Clayton State University email.
   a) The student then has **18 hours** to complete the registration process.
   b) The student may then **register** for the class on the DUCK.
5) If student decides not to register or the time expires, the next student in line is notified and the process starts over.

**INSTRUCTIONS – WAITLISTING REGISTRATION PROCESS**

If the student attempts to register into a class that is closed and has the Waitlist option, they may add themselves to the first-come, first-served waitlist.

Waitlisting will be available to students up to the last day to add a course on the DUCK. After that day, all waitlists are cleared.

### 1. The Waitlist Registration Process

- a. Access the DUCK via the SWAN.
- b. Click the “Registration” hyperlink under the “Student Services” tab.
- c. Click “Build Your Class Schedule.”
- d. Select the term for which you are registering and click “Submit.”
- e. Enter the course section CRN in the CRNs field and click “Submit Changes.”

![Register for Classes or Drop/Add:](image)

![Add Classes Worksheet](image)
2. **Student is given an option to be added to waitlist.**
   
a. When a student attempts to register into a section that has a Waitlist, the student can add himself to the Waitlist if they meet the course criteria.

b. The ACTION dropdown menu will give the student two options:
   
   i. “Waitlisting:” Select to add student to the Waitlist
      
      **1. IMPORTANT: Click “Submit” to successfully be added to the waitlist!**

   ii. “None:” Take no action.

“Closed – 2 Waitlisted” means that the section is currently filled to its maximum capacity and there are currently two students on the waitlist. **If the student put himself on the Waitlist at this time, he would be in the third position to get into the section.**

**Other Error Messages**

- Open – Reserved for Waitlist
  - Means that the class’s maximum enrollment is open and has been set up with the Waitlist Option. The open seat is reserved for a Waitlisted student currently on the Waitlist and has 18 hours to enroll in the course.

- Closed – Waitlist full
  - Means that the waitlist is full and has reached its waitlist maximum enrollment limit. The student would have to wait until a spot became available on the Waitlist list before they could be added to the Waitlist.

3. **Email Notification**
   
a. Once a seat becomes available, the student will receive an email notification at their CSU email address notifying him that a seat is available.

b. The student will have 18 hours to take action to register into the section.
   
   i. No other student will be permitted to log in and register for the reserved seat during the 18 hour time period.

   ii. If the student takes longer than 18 hours, then they will be removed from the Waitlist and the next student in the Waitlist queue will receive the email and have the same 18 hour registration window.
4. Register into the Waitlisted Section
   
a. The student should return to the DUCK registration portal to register for the available seat.
   
i. To ADD the class, select “**Web Registered**” and then CLICK “SUBMIT CHANGES”

   ![Current Schedule]

   ii. If the student decides that he does not want to register for the class for which he has registered, he should select “***WEB Drop***” to allow another student to take his place on the Waitlist.