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TEXAS A&M UNIVERSITY
SAN ANTONIO

Registration Waitlist

A Registration Waitlist is a feature which will allow a student to add themselves to a course section that has met the maximum enrollment limit. Students who have selected waitlist from the registration screen will be placed on a queue for the section. Once a seat opens up in the section or the maximum enrollment limit is increased, the student will receive an email notification at his/her official University email account regarding the particular section the student has chosen to waitlist. The student has 24 hours to register for the section. The system will not automatically register the student for the available section.

Important Facts Concerning Waitlist:

- Waitlist is based on a first-come, first-serve basis. The first student who signs up for the waitlist is the first student who is eligible to register in the section once a seat becomes available.
- Once a seat becomes available, the student will receive an email sent to their Jaguar email account. It is the student's responsibility to check his/her email.
- There is a 24 hour window of opportunity to register for a waitlisted course from the time the email is sent to the student. If a student misses the 24 hour window, the next student on the queue will be notified. The first student will lose his/her position on the waitlist.
- Being placed on a waitlist does not mean the student is registered for the section and it does not guarantee the student a seat.
- Waitlist is only available prior to the start of the term.
- Any registration holds will prevent a student from being added to a waitlist.
- Waitlist does not override co-requisites, prerequisites, links, time conflicts, and class restrictions such as major, department, level, instructor, or college. Students must meet the qualifications required to enroll in the class.
- Students can waitlist more than one course.
- Students can remove themselves from a waitlisted course.
- Students are not automatically added to a waitlist.
- If another section of the same course opens up, the student will not be notified, registered, or waitlisted for the new section. The student must continue to review the schedule for other section offerings.
- Waitlisted sections do not count toward a student's enrolled hours. Financial aid eligibility and full-time status are determined by a student's enrolled credit hours. Academic scholarships or other awards may not be applied to a student's bill if the student is not enrolled in sufficient credit hours.
- Not all sections will have the waitlist option.
- When schedules are purged due to non-payment, all classes including those in a waitlist status will be deleted.
- Capacity override requests will not be processed for courses with waitlists.

Waitlist information on the Schedule:

Waitlist information is displayed in the columns "WL Cap" (Waitlist Capacity), "WL Act" (actual number of students on the waitlist), and "WL Rem" (number of available spots on the waitlist). If a seat opens up in the "Rem" (Remaining) column, only the student who receives the notification email may register for this course.

Look Up Classes

Home > Look Up Classes

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Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found

Art

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute
NR	10024	ARTS	1301	001	M	3.000	Art Appreciation	TR	11:00 am-12:15 pm	35	34	1	0	0	0	Justin Dale Korver (P)	08/22-12/10	MADLA 208	CORE: Creative Arts
C	10904	ARTS	1301	002	M	3.000	Art Appreciation	MWF	08:00 am-08:50 am	36	36	0	0	0	0	Justin Dale Korver (P)	08/22-12/10	MADLA 236	CORE: Creative Arts
C	10905	ARTS	1301	003	M	3.000	Art Appreciation	MWF	09:00 am-09:50 am	36	36	0	0	0	0	Justin Dale Korver (P)	08/22-12/10	MADLA 209	CORE: Creative Arts

How to Register for a Waitlist:

Registering for a waitlisted course is similar to registering for a class. On the Add or Drop Classes screen, type in the CRN of the class and click on Submit Changes. If the class is closed but has waitlisting, the student will receive a (1) Registration Add Error but will have the option of choosing (2) "Waitlist" in the Action drop down menu. Select (2) "WaitList" and click on (3) Submit Changes. The schedule will now display the class status as (4) "Waitlist on (Date)". Note that (5) 0 credit hours indicate that the student has not been billed for these credits yet.

Notification of Available Seats

When a seat becomes available, the student will receive an email sent to his/her Jaguar email account. It is important that the student check the email on a regular basis. The email will look similar to this:

From: Registrar's Office
To: Student Name
Subject: Waitlist Notification for (CRN)

Dear (Student Name):

A seat has become available in the following course for which you have waitlisted.

Course: BCOM 3304 903 – Bus Communication
CRN: 30013

Please be advised you will have 24 hours from the time below to register for this course. Go back into Registration, click on the drop down on the course, select Register, then click Submit Changes.

22-MAR-2017 03:48 PM

If you do not take action within the 24 hour time period, you will be removed from the waitlist.

Sincerely,

Registrar's Office

Registering for the Waitlisted Class

Once the email is received and within the 24 hour window, return to the Add or Drop Classes screen. In the "Action" field, the option to "Web Registered" is now available. Select this and click on "Submit Changes".