

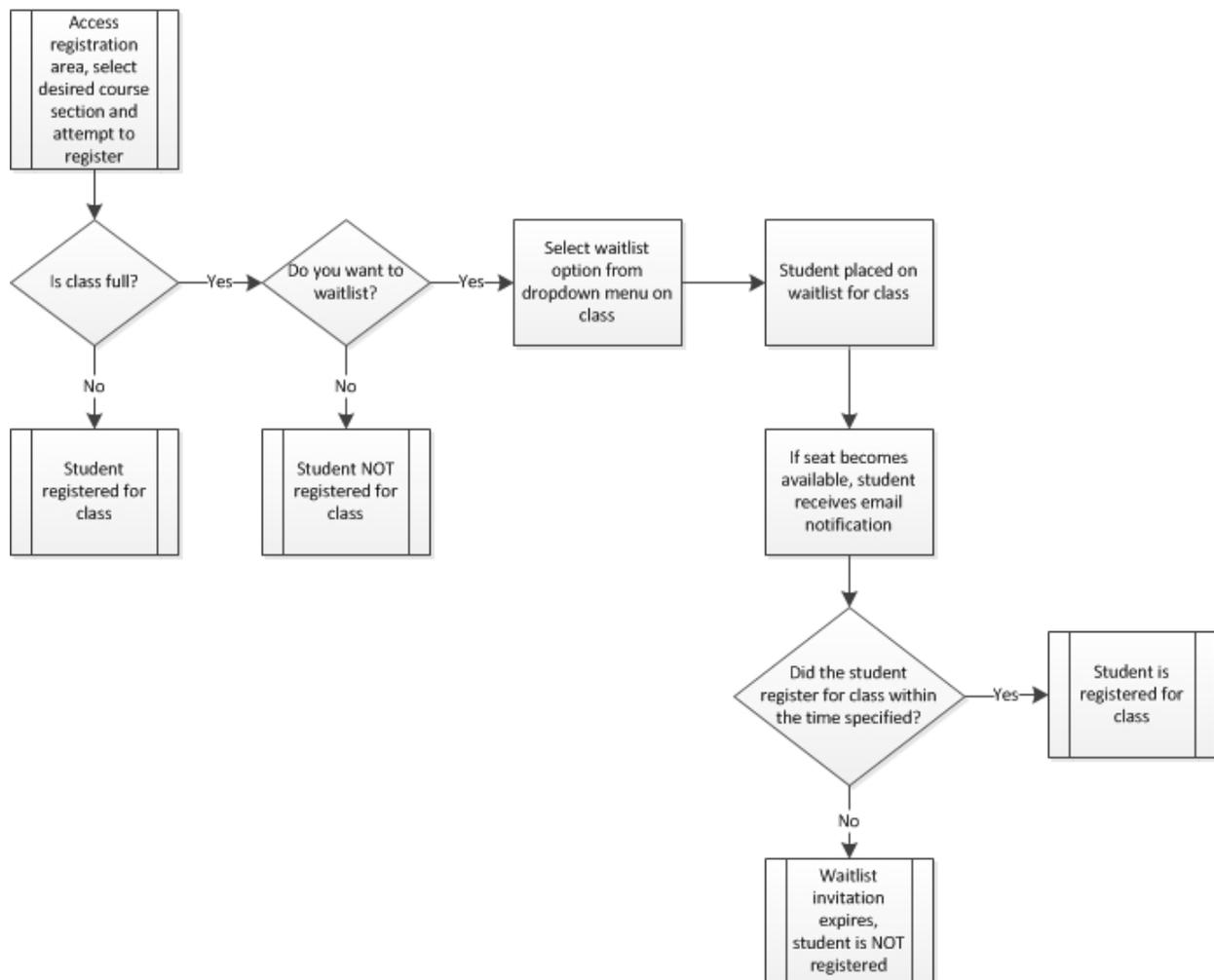
# Waitlisting for Students

You may have faced the dilemma of closed classes during registration. You then either have to pick another class to take during that class period, or go without taking that class this semester. Texas State has now implemented the waitlisting feature!

**Disclaimer:** This does not mean that ALL classes will use waitlisting. Some departments (for a variety of reasons) will not elect to use this feature. If a full class has this feature available, you will see it as an option when trying to register for that class. This is on a first-come, first-serve basis.

## How Waitlisting Works

The following flow chart illustrates the steps during the registration process that includes the possibility of being placed on a waitlist for a class.



Notice that in order for you to be placed on the waitlist, the class must be full. Once a seat becomes available in that section, you will receive an email notification. You'll need to act quickly to claim your seat in the class.

## How to Identify Classes with Waitlisting

You can tell whether or not a class has a waitlist available by checking the schedule of classes. There are 3 columns that are displayed to help you know what your registration options are:

- **WL Cap** – Total capacity of the waitlist for the class
- **WL Act** – Actual number of people on the waitlist
- **WL Rem** – How many slots are still available on the waitlist

Note: If there is a 0 in the “WL Cap” column, waitlisting is not available for that class.

Psychology																			
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
C	30122	PSY	1300	251	M	3.000	INTRO TO PSY	MWF	08:00 am-08:50 am	70	70	0	5	2	3	Claudia Shroyer Brown	01/14-05/08	PSY 00316	Soc & Behav Science I Core
<div style="border: 1px solid red; padding: 2px; display: inline-block;">This class is closed but has a waitlist.</div> <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-left: 100px;">Total waitlist capacity</div> <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-left: 100px;">Current size of waitlist</div> <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-left: 100px;">Remaining slots on waitlist</div>																			
C	30127	PSY	1300	255	M	3.000	INTRO TO PSY	MWF	09:00 am-09:50 am	398	398	0	0	0	0	Amy Moore Meeks (P)	01/14-05/08	LBJ 4-16.1	Soc & Behav Science I Core

## How to Register for a Waitlist

Registering for a place on the waitlist for a class is similar to registering for a seat in the class. On the Add or Drop Classes screen, type in the CRN of the class and click Submit Changes.

### Add or Drop Classes

A99999999 Boko T. Bobcat  
Spring 2013  
Sep 27, 2012 01:00 pm

Payment for FALL classes is due by September 12th, 5:00pm. For more information visit Student Business Services website at <http://www.sbs.txstate.edu>.

View My Schedule

View Linked Lectures/Labs

Tutorials

I'm Finished

To search for a class, click the 'Class Search' button at the bottom.

#### Add Classes Worksheet

Type in the CRN of the class, and click Submit Changes.

CRNs

30122

Submit Changes

Class Search

Reset

If the class is closed but there is available space on the waitlist, you will receive a Registration Add Error but will have the option of electing to be on the waitlist in the Action drop down menu. (If the waitlist is full, you will see “Waitlist Filled” and will not have the option to waitlist in the drop down menu.)

### Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed- Reserved for Wait List	None None Wait Listed	30122	PSY	1300	251	Undergraduate	3.000	Standard	Letter	INTRO TO PSY

Add Classes Worksheet

CRNs

If there is an available slot on the waitlist, choose Wait Listed from the drop down Action menu.

Click Submit Changes to place yourself on the waitlist for this class.

Your schedule will now display this class status as “Wait Listed”. Note that 0 credit hours indicate that you have not been billed for these credits yet.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Wait Listed	None	30122	PSY	1300	251	Undergraduate	0.000	Standard	Letter	INTRO TO PSY

## The Notification Email

If a seat becomes available, you will receive a notification email from the system to your official [student@txstate.edu](mailto:student@txstate.edu) email address. It is important that you check your Bobcat email on a regular basis so that you will be able to see if you’ve received this notification. The letter will look similar to this:

From: Texas State University Registrar’s Office  
Subject: Waitlist Notification for 30122

Dear Boko,

A space is available in the following course for which you have waitlisted.

Course: PSY 1300  
CRN: 30122

Please be advised you will have 24 hours from the time below or until registration ends (whichever comes first) to register for this course. Go back into Registration, click the drop down on the course, select Register, then click Submit Changes.

27-SEP-2012 03:48 PM

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

Sincerely,  
- - - - -

Make a note of the time and date listed in the letter – you have 24 hours from that time to register. This is the ONLY notification that you will receive regarding the availability of a seat in a class with a waitlist. If you miss your chance, you can place yourself on the waitlist again, but your priority will be at the bottom... you’ll be the last in line.

## Registering for the Class

Return to the Add or Drop Classes screen. Your waitlisted class will now have the option to register on the Action drop down menu.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Wait Listed on Sep 27, 2012	None None Registered-Web	30122	PSY	1300	251	Undergraduate	0.000	Standard	Letter	INTRO TO PSY

Total Credit Hours: 0.000  
Billing Hours: 0.000  
Minimum Hours: 0.000  
Maximum Hours: 999999.999  
Date: Sep 27, 2012 01:48 pm

Add Classes Worksheet

CRNs

On your waitlisted class, select "Registered-Web" from the drop down menu.

Click Submit Changes to register for the class.

When you have successfully registered for the class, your schedule will display "Registered" in the Status column for that class instead of "Wait Listed". You will also see the number of Credit Hours that you will be billed.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered	Web	30122	PSY	1300	251	Undergraduate	3.000	Standard	Letter	INTRO TO PSY

## Important Things to Remember

- It is VITAL to make sure that you do not have registration holds. These will prevent you from being placed on a waitlist as well as registering. When schedules are purged due to non-payment, your registration for all classes (including those in a waitlist status) will be deleted.
- Waitlisting will enforce the same registration restrictions as it does for registration purposes.
- You will receive only 1 email notification of an available seat in a class. You must be sure to check your Bobcat email on a regular basis, or you will miss the chance to get a seat in the class.