

WAITLISTS

Waitlist is a feature which allows a student to add themselves to a wait list on a class that has met its maximum enrollment limit. Use this help guide to assist you in managing the waitlist feature during registration.

- Waitlisting is based on a **first-come, first served basis** and does not guarantee a seat in the class.
- Waitlisting is **valid up to the last day to add a course**, after that date the waitlist request will be removed from the student's record.
- You can add yourself to more than one waitlist and it will not count towards your semester course load.
- Whenever an opening occurs, an e-mail is automatically sent by the student system to the first person on the waitlist at their official TTU email address.
- The student has exactly **24 hours**, including weekends, to register for the class on the "Add or Drop Classes" link or they will be dropped from the waitlist.
- The **Student Detail Schedule** link will include waitlisted classes with the position in line for the class.

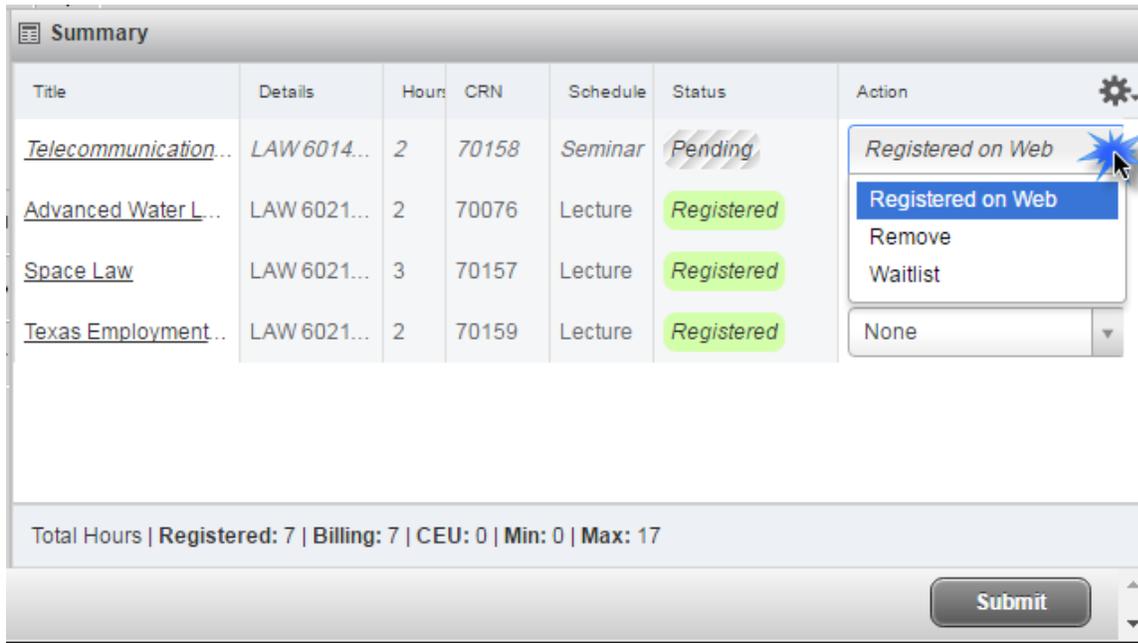
Step One: Error Message Detail

During registration, if you attempt to register for a class that is full, you may receive one of two messages as they relate to the waitlist.

1. If you receive an error message stating *Open – reserved for waitlist* this indicates that the course is working through the students on the waitlist. Between the time when a waitlist notification has been sent to a student and when a student fills that spot, it will show there is an opening in the class. The opening is for the first person on the waitlist. If you see there is an opening in a class and you are unable to add it, check to see if the reason is because there is a waitlist for this course.
2. If you receive an error message stating the class is closed and that there are a certain number of people on the waitlist (*Closed - There are 2 student(s) on the Waitlist for this class*) move forward through the Help Guide for further direction.

Step Two: Adding Waitlist

In the above situation, the class enrollment has met its maximum limit and there are currently 2 students on the waitlist. If you do not want to be on the waitlist, use the action drop down box and select “Remove” and then “Submit”. If you would like to be added to the waitlist, thus becoming the 3rd person in line, use the action drop down, select the “Waitlist” option and then “Submit”



The screenshot shows a 'Summary' table with columns: Title, Details, Hours, CRN, Schedule, Status, and Action. The first row is 'Telecommunication...' with status 'Pending'. The second row is 'Advanced Water L...' with status 'Registered'. The third row is 'Space Law' with status 'Registered'. The fourth row is 'Texas Employment..' with status 'Registered'. The 'Action' column for the first row has a dropdown menu open with options: 'Registered on Web', 'Registered on Web', 'Remove', 'Waitlist', and 'None'. A blue starburst icon is next to the first 'Registered on Web' option. At the bottom, there is a 'Submit' button and a summary bar: 'Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 17'.

Title	Details	Hours	CRN	Schedule	Status	Action
Telecommunication...	LAW 6014...	2	70158	Seminar	Pending	Registered on Web Registered on Web Remove Waitlist None
Advanced Water L...	LAW 6021...	2	70076	Lecture	Registered	
Space Law	LAW 6021...	3	70157	Lecture	Registered	
Texas Employment..	LAW 6021...	2	70159	Lecture	Registered	

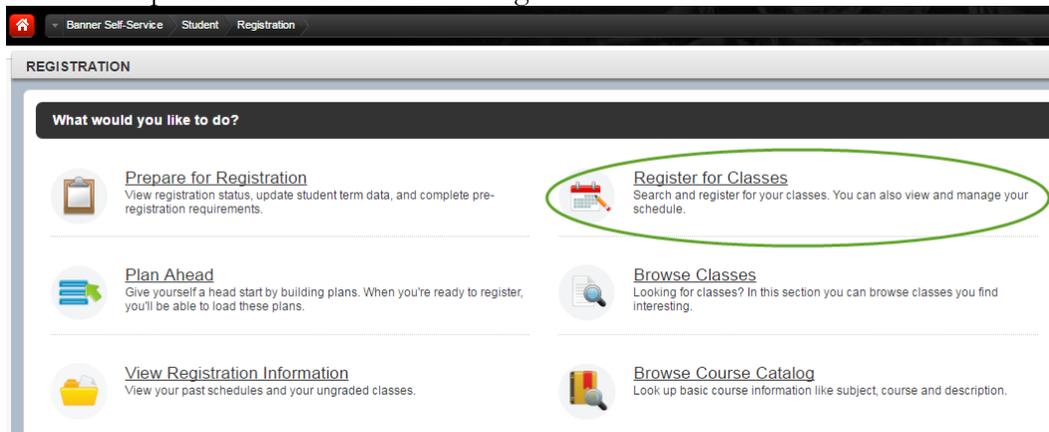
Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 17

Submit

Step Three: Accept or Decline Waitlist

If you receive an email notice indicating that an opening has occurred for you, before adding the class, it is important that you check the days and times for your current class schedule and for the waitlisted class that you are about to add. If there is a time conflict, drop the class that you do not want first before attempting to add the waitlist. If you try to add first without checking for time conflicts, it creates an error and it will not allow you to add the waitlisted class at that time.

To add the course, simply go to **Raiderlink** <http://raiderlink.ttu.edu>; under the MyTech tab select “add or drop” courses and then select Register for Classes.



The screenshot shows the 'REGISTRATION' page on Raiderlink. The navigation bar includes 'Banner Self-Service', 'Student', and 'Registration'. Below the navigation bar, there is a section titled 'What would you like to do?' with several options: 'Prepare for Registration', 'Plan Ahead', 'View Registration Information', 'Register for Classes', 'Browse Classes', and 'Browse Course Catalog'. The 'Register for Classes' option is circled in green. The 'Register for Classes' option includes the text: 'Search and register for your classes. You can also view and manage your schedule.'

In the Summary portion select “Register on Web” to be added to the course.

If you no longer wish to remain on the waitlist, please go to **Raiderlink**, using the same steps above, to drop the course.



The screenshot shows a table titled "Summary" with columns: Title, Details, Hours, CRN, Schedule, Status, and Action. The "Telecommunications" row is highlighted in yellow, and its "Action" dropdown menu is open, showing options: "None", "Drop - Delete on Web", and "Registered on Web". A mouse cursor is pointing at the "Registered on Web" option.

Title	Details	Hours	CRN	Schedule	Status	Action
Advanced Water Law	LAW 6021...	2	70076	Lecture	Registered	None
Telecommunications	LAW 6014...	0	70158	Seminar	Waitlisted	None Drop - Delete on Web Registered on Web
Texas Employment...	LAW 6021...	2	70159	Lecture	Registered	
Wills and Trusts	LAW 6415...	4	70131	Lecture	Registered	

If you experience any issues adding the course, contact the Office of the Registrar before the 24 hour period expires.