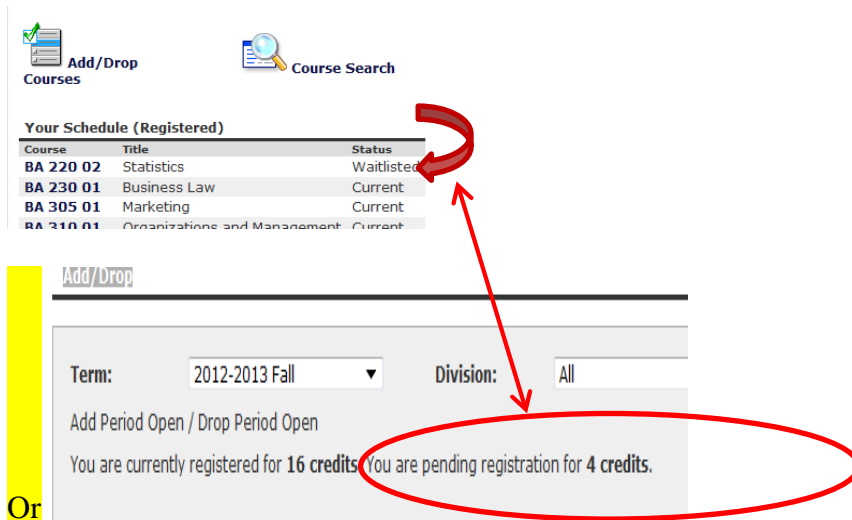


FAQ - What do I do if I am waitlisted for a course?

If are waitlisted for a course, you are not an official member of the class and will not receive credit. It is the student's responsibility to contact the instructor for any course for which he or she is waitlisted. You may contact the instructor by email or in person.

How do I know I am waitlisted?

Go to My.Westminster/Academics Tab/ Registration and Course Search
Select the correct term and view your schedule.



The screenshot shows a web interface for course registration. At the top, there are two icons: 'Add/Drop Courses' and 'Course Search'. Below them is a table titled 'Your Schedule (Registered)'. The table has three columns: 'Course', 'Title', and 'Status'. The first row is highlighted in grey and shows 'BA 220 02' for 'Statistics' with a status of 'Waitlisted'. A red arrow points from this row to the 'Add/Drop' section below. The 'Add/Drop' section has a yellow vertical bar on the left. It contains a 'Term:' dropdown menu set to '2012-2013 Fall' and a 'Division:' dropdown menu set to 'All'. Below these are two buttons: 'Add Period Open / Drop Period Open'. At the bottom of the section, it says 'You are currently registered for 16 credits. You are pending registration for 4 credits.' This text is circled in red.

Course	Title	Status
BA 220 02	Statistics	Waitlisted
BA 230 01	Business Law	Current
BA 305 01	Marketing	Current
BA 310 01	Organizations and Management	Current

Term: 2012-2013 Fall Division: All

Add Period Open / Drop Period Open

You are currently registered for 16 credits. You are pending registration for 4 credits.

NOTE: You can't register for another course that meets at the same time as a waitlisted course, so you have to drop the waitlisted course first.

How do I get off the waitlist?

1 - The instructor of the course has to grant online capacity authorization in order for you to add the course.

2- Follow this procedure once authorization has been granted (or if you just want to drop the waitlisted course):

- a – Click on Add/drop to go to the registration screen
- b – Look at the waitlisted courses at the bottom of the page.

(go to next page)

Your Schedule (Registered)

Drop Code	Title	Schedule	Location
BA 350 01	Finance	TR 11:00 - 12:30	Main Camp
BA 601 01	Strategic Management	TR 9:20 - 10:50 AM	Main Camp
ECO 335 01	Economics Of Sports	MWF 10:30 - 11:30 AM	Main Camp
PHY 352 01	Electromagnetic Theory	MWF 12:50 PM - 1:50	Main Camp

Waitlisted Courses

Drop Code	Title	Schedule	Location
Move to Current	BA 380 01	Investments	MWF 2:00 PM - 3:00

Leave Selected Waitlist(s)

If **you have** the authorization to add this course, you will see the words **"Move to Current"** next to the course. Click on those words and follow the instructions on the following screen.
If you no longer want to add the course, please click the box under Drop and Click "leave selected waitlist"

Course Schedules - Change Waitlisted to Current

Add/Drop > Change Waitlisted to Current

Course: BA 380 01 Investments **Credits:** 4.00 **Term:** 2012-2013 Spring

BA 380 01 is FULL. 2 student(s) are waitlisted.

You have been authorized to change your "Waitlisted" status to "Current". Click the Change Waitlisted to C

Change Waitlisted to Current Cancel

After clicking on Move to Current, this screen will open. Click on Change Waitlisted to Current

What if this doesn't work?

If you don't get an error message, but the steps above don't seem to be available, Click on Drop next to the waitlisted course and "leave Selected Waitlist", then add the course the way you added any other course. If you are authorized, you will be able to add it.