

## WaitListed Sections Fall 2025

Waitlisting is set up for the following courses: BIBL 201, THEO 205, THEO 207, THEO 223, MRKT 333, MRKT 357, MUGE 210 and MUMH 338. To better understand how waitlisting works, please review the following information.

Waitlisted sections do not count as registered sections on a student's registration.

Students will receive an email notification if/when a seat becomes available in the waitlisted section. Students will have 48 hours after the email notification to update their registration. If no action is taken within 48 hours, the student will be removed from the waitlist and the next student on the waitlist will receive the notification that a seat has become available.

A student may register for an alternate section of one of these courses and waitlist the desired meeting time. If a seat becomes available in their preferred section, the student will need to DROP the alternate section before the system will permit registration in their preferred section. Students should not drop the waitlisted section, they should update their action to "web registered", followed by clicking the "submit changes" button to save the registration change.

### How WaitListing Functionality Works...

1. If the section you attempt to register for is full and waitlist seats are available, the following will display after you click 'Submit Changes'. Note the "Registration Add Errors" heading.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Fundamentals of Music Theory	MUGE 101, 01	3	1356	General Ed...	Errors Preventing Regist...	Remove
Fundamentals of Oral Commun...	COMM 105, 07	3	1158	General Ed...	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

2. Students should select the 'Waitlisted' Action via the drop down button.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Fundamentals of Music Theory	MUGE 101, 01	3	1356	General Ed...	Errors Preventing Regist...	Remove Remove **Registered (by student)** Waitlisted
Fundamentals of Oral Commun...	COMM 105, 07	3	1158	General Ed...	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

- The student must then click the **“Submit Changes”** button.
- The student’s registration screen will then display the following.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
Fundamentals of Music Theory	MUGE 101, 01	0	1356	General Ed...	Waitlisted	[Dropdown]
Fundamentals of Oral Commun...	COMM 105, 07	3	1158	General Ed...	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

- When the student receives the email informing them a seat has opened in the section, the student will need to go back to the Registration Menu in SSB and select **“Web Registered”** under **“Action’** for the waitlisted section.

**\*\*Reminder:** If the student registered for another section of the course as a ‘placeholder,’ they will need to DROP that section before the system will permit registration in the waitlisted section.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
Fundamentals of Music Theory	MUGE 101, 01	0	1356	General Ed...	Waitlisted	None [Red Arrow]
Fundamentals of Oral Commun...	COMM 105, 07	3	1158	General Ed...	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

- After selecting **“Web Registered”** from the drop down menu, student must click the **“Submit Changes”** button to save this update. The student is officially registered for the section when the green **“registered”** status is displayed.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Fundamentals of Music Theory</a>	MUGE 101, 01	3	1356	General Ed...	Registered	None
<a href="#">Fundamentals of Oral Commun...</a>	COMM 105, 07	3	1158	General Ed...	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18