Waitlist Procedure for Students

Go to: “Student” tab in Lesesne Gateway

- Click on “Add or Drop Classes” under Registration Tools
• Under “Registration Term,” select the current term

• Under “Add Classes Worksheet,” put in the course reference number (CRN) of the course you want to register for and click submit changes
• If the course is full, you will get a message indicating the course section is closed and the waitlist is open. You will also be notified of how many students are already on the waitlist.

• To be added to the waitlist select “Wait Listed” under the action code and click submit changes.
- Your current schedule will reflect the course(s) where you are wait listed.

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wait Listed on</td>
<td>Oct 15</td>
<td>10525</td>
<td>GERM</td>
<td>201</td>
<td>01</td>
<td>Undergraduate</td>
<td>0.000</td>
<td>Standard Grade Letter Undergra Intermediate German I</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 12.000
Date: Oct 15, 2014 02:46 pm