

# Waitlist Procedure for Students

Go to: "Student" tab in Lesesne Gateway

- Click on "'Add or Drop Classes'" under Registration Tools

The screenshot displays the Lesesne Gateway website interface. At the top, a navigation bar includes tabs for Home, Campus Life, Library, Student (highlighted), Faculty, Employee, MyTab, and Training. Below this, the main content area is divided into several sections:

- Manage Money & Make Payments:** Includes a link to pay tuition and review billing information, and a list of options such as "Pay your bill for the current term", "Arrange for electronic refunds", "Enroll your parent to receive bills", and "Browse prior billing statements".
- Financial Aid Spotlight:** Lists self-service links for Aid Status, Award Package, Award History, and Federal Shopping Sheet.
- Important Information & Resources:** Provides links to various guides and services, including "How to Satisfy Requirements", "How to Accept Your Award", "Steps to Access Your Financial Aid Account", "Scholarship Information", "Veterans Benefits", and "Treasurer's Office".
- Registration Tools:** A menu with options: Registration Status, Look Up Classes, Add or Drop Classes (highlighted with a red arrow), Class Schedule, View Holds, Midterm Grades, and Degree Evaluation.
- Transcript Request:** Includes a link to "Order Your Official Transcript".
- My Courses:** Features a logo for "The Citadel CoursEval System" and a link to "CoursEval System Login".

At the bottom left, there is a logo for "START HERE GO FURTHER FEDERAL STUDENT AID" and the text "Funding Your Education - Start with the FAFSA".

- Under “Registration Term,” select the current term

**Personal Information** **Student**

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Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Registration Term

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**Select a Term:**



**RELEASE: 8.4**

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- Under “Add Classes Worksheet,” put in the course reference number (CRN) of the course you want to register for and click submit changes


**Personal Information** **Student**

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Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Add or Drop Classes

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 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

### Add Classes Worksheet

**CRNs**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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[\[ View Holds | Registration Fee Assessment \]](#)

**RELEASE: 8.5.1.2**

- 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.

Personal Information **Student**

Search   RETURN TO MENU SITE MAP HELP EXIT

### Add or Drop Classes

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To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

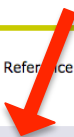
**Registration Add Errors**

**Status**  
 This section is closed. The waitlist is open. There are 7 already on the waitlist. To be added to the Waitlist select 'Wait List' under the action code or choose a different section

Action	CRN	Subj	Crse	Sec	Level
None	10525	GERM	201	01	Undergraduate

Add Classes Worksheet

**CRNs**



- To be added to the waitlist select "Wait Listed" under the action code and click submit changes.

Personal Information **Student**

Search   RETURN TO MENU SITE MAP HELP EXIT

### Add or Drop Classes

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**Registration Add Errors**

**Status**  
 This section is closed. The waitlist is open. There are 7 already on the waitlist. To be added to the Waitlist select 'Wait List' under the action code or choose a different section

Action	CRN	Subj	Crse	Sec	Level
<input checked="" type="checkbox"/> None <input type="checkbox"/> Wait Listed	10525	GERM	201	01	Undergraduate

Add Classes Worksheet

**CRNs**



- Your current schedule will reflect the course(s) where you are wait listed.

Search

## Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

## Current Schedule



Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Wait Listed on Oct 15, 2014	None	10525	GERM	201	01	Undergraduate	0.000	Standard	Grade Letter	Undergra Intermediate German I

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

## Add Classes Worksheet

**CRNs**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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