

INSTRUCTIONS FOR WAITLISTING

You can add yourself to the waitlist for a course that is closed. You can:

- put yourself on the waitlist for multiple sections of a course (e.g. ENGL 116-01 and ENGL 116-02).
- put yourself on the waitlist for a course that conflicts with a course for which you are already registered.

If a seat opens up in a section for which you are waitlisted, you will be notified by email.

- The seat is reserved for you and is not transferable. This email gives you **8 days** to add the course if you want it.
- If you do not add the course during the 8 day time period, your permission will expire and the seat will be offered to the next person on the waitlist.
- There are no exceptions to this rule. *It is therefore essential that you check your Willamette email account at least once a week if you are waitlisted for a course you really want and/or need.*

Once you have been told that a seat is available, you can register for the course yourself online.

If you would like to register or remove sections for which you are currently waitlisted, go to **Manage my waitlist** on the **Web Registration Menu** on **JASON**.

- You can drop other courses at the same time as you register for your waitlisted courses—this way, you can stay within your maximum number of credits.
- You can remove yourself from a waitlist if you no longer want to take that course.
- You can see how many students are on the waitlist for your section.

PLEASE NOTE:

- If a class that you want is closed when you get to pre-register, you can get on the waitlist the same way that you would get into the class. Waitlisted classes will not count toward the maximum number of credits during pre-registration. Your position on waitlists is dependent on when you get on the list, so it is a good idea to get onto waitlists as early as possible. Some classes may be set up to not allow waitlists.
- You will be able to waitlist only for closed courses for which you have met the pre-requisites. Check pre-requisites in the current course descriptions online at: <http://www.willamette.edu/cla/catalog/2007/disciplines> or at: <http://www.willamette.edu/dept/registrar/info/index.html> for new or one-time-only courses.
- Lab sections cannot be waitlisted.
- Consult the instructor for consent if you wish to take a class but have not met the pre-requisites or if the class requires instructor consent. Instructors can give consent online during the advising period, and, if given, you will be able to register or add yourself to the waitlist.
- The system will not allow you to waitlist a course that you have already taken. If you want to retake a course from which you have previously withdrawn, or in which you earned a poor grade (C- or below), contact the Registrar's Office.
- If you no longer want to take the course, please go to "Manage my Waitlist" and remove yourself from the list.

IF YOU HAVE ANY QUESTIONS OR PROBLEMS, PLEASE CONSULT THE REGISTRAR'S OFFICE (PHONE: 503-370-6206, OR EMAIL: registrar@willamette.edu).