

# Waitlist Tutorial

Waitlisting is now available for select resident undergraduate courses. Waitlisting allows students to join a list that allows them to wait for an open seat in a course. Seats are reserved for students on the waitlist to register as seats become available due to drops.

Search for the course in ASIST via the Student tab through either the “Add or Drop Courses” or the “Look Up Courses” links. For the purposes of this tutorial we will be searching for a section of ENGL 101.

**Admissions** **General Information** **Student**  
Search

## Registration

### Select/Change Registration Term

Choose the term you are updating

### Add or Drop Courses

Register for classes by CRN or Subject

### LUO AutoEnroll

Let AutoEnroll register you for classes!

### Look Up Courses

View available classes

#### Sections Found

##### English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input checked="" type="checkbox"/>	37073	ENGL	101	001	R	3.000	Composition & Rhetoric	M	08:15 am-09:05 am	25	25	0	TBA	01/16-05/12	DEMOSS 4040	
<input type="checkbox"/>	37070	ENGL	101	002	R	3.000	Composition & Rhetoric	WF	08:15 am-09:05 am	25	0	25	TBA	01/16-05/12	DEMOSS 4099	
<input type="checkbox"/>	37053	ENGL	101	003	R	3.000	Composition & Rhetoric	M	08:15 am-09:05 am	25	0	25	TBA	01/16-05/12	DEMOSS 4040	
								WF	08:15 am-09:05 am				TBA	01/16-05/12	DEMOSS 4094	
													TBA	01/16-05/12	DEMOSS 4040	
													TBA	01/16-05/12	DEMOSS 4095	

If the section that you want in ASIST is closed (See CRN 37073, ENGL 101-001 above), you can check to see if waitlisting is available by going to the “Add or Drop Courses” link in ASIST.

## Registration

### Select/Change Registration Term

Choose the term you are updating

### Add or Drop Courses

Register for classes by CRN or Subject

Once on the ADD/DROP page you will add the CRN into the ADD CLASSES worksheet and click submit changes.

#### Add Classes Worksheet

**CRNs**

After you click submit changes the following message will appear if waitlisting is available for the course in question. "Closed - # Waitlisted" indicates the the course has a waitlist available. The number (#) indicates the number of students currently on the waitlist. For this example there are currently 0 students on the waitlist.

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	37073	ENGL	101	001	Undergraduate	3.000	Standard		Composition & Rhetoric

In the dropdown list under the "Action" column, choose "Waitlist." Click "Submit Changes" once more. This will add you to the waitlist.

In your current schedule view you will see the following confirming that you have successfully added yourself to the waitlist. If you decide to remove yourself from the waitlist you would revisit this page and choose "Drop Via Web" under the action column.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Waitlist on Oct 20, 2016	None	37073	ENGL	101	001	Undergraduate	0.000	Standard		Composition & Rhetoric

Total Credit Hours: 0.000  
 Billing Hours: 0.000  
 Minimum Hours: 0.000  
 Maximum Hours: 18.000  
 Date: Oct 20, 2016 01:37 pm

You can view your current position on the waitlist in your student detailed schedule page (see below).

**Composition & Rhetoric - ENGL 101 - 001**  
 Associated Term: Spring 2017  
 CRN: 37073  
 Status: Waitlist on Oct 20, 2016  
 Waitlist Position: 1  
 Notification Expires:  
 Assigned Instructor:  
 Grade Mode: Standard  
 Credits: 0.000  
 Level: Undergraduate  
 Campus: Resident

Once you are eligible to register, you will receive an email to your Liberty University webmail account indicating that you have a 24 hour period to register for the course. You are **NOT** automatically registered from the waitlist.

In order to register for the course you would return to the ADD/DROP page in ASIST to complete your registration by choosing "Web Registered" in the drop down menu under Action. (See below)

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
Waitlist on Oct 20, 2016	None	37073	ENGL	101	001 Undergraduate	0.000	Standard		Composition & Rhetoric
Total Credit Hours: 0.000	None								
Billing Hours: 0.000	Drop Via Web								
Minimum Hours: 0.000	**Web Registered**								
Maximum Hours: 18.000									
Date:	Oct 20, 2016 01:56 pm								

*Click "Submit Changes" and you are now registered for the course!*