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## [Studentmemos] Class Full? Get on the Waitlist! It's new!

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To: studentmemos@isumm.isu.edu

*Class Full? Get on the waitlist! It's new!*

Many closed classes offer waitlists, which will now be handled in BengalWeb, not by the department. [Here's how...](#)

- If a course is closed, a "C" is displayed in the **Select** column in the class schedule instead of a checkbox.
- Copy the CRN, enter it in the worksheet, and then click **Submit Changes**.
- The course appears under **Registration Add Errors** below **Current Schedule**.
- Click the down arrow by **Action** next to the course, and choose **Add to Waitlist**. Click **Submit Changes**.
- Class is added to your **Current Schedule** with **Add to Waitlist** as status.
- *If an opening occurs, an email is sent to your ISU email address. You have 24 hours to add the class. If you miss that window, your name is dropped off the waitlist. You will then need to go back in and add yourself to the waitlist to be considered for the class again.*
- If you no longer want to be on a waitlist, please go to: [DROP THE CLASS instructions](#) to remove your name.
- To see a list of waitlisted classes, click on the **My Registration History** link in the **Registration Tools** channel on the **Academic Tools** tab.

Things to know about waitlists:

- Waitlists give priority by class level, and then by time of registration, i.e., Seniors come first, then Juniors, etc.
- You can be enrolled in one section of a course and on the waitlist for another.
- You must clear up other types of errors (prerequisite, instructor approval) before you can get on the waitlist.

[Click here](#) to go the **User's Guide to BengalWeb** to see full Registration Instructions. You can also access the *User's Guide* from within BengalWeb. Just click on the **How Do I** tab.

For additional assistance, just call **282-4357 (HELP)** - M-F 24 hrs, Sat/Sun 9am-5pm, or [help@isu.edu](mailto:help@isu.edu).

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Studentmemos mailing list

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