

# Waitlists

## What is a Waitlist?

A Waitlist is a record of student registration attempts in a particular course which has already reached its maximum enrollment. The order of attempts determines the priority for enrollment in a closed class if/as seats become available. If a student chooses a course and section for which enrollment has already been reached, there is most likely the Waitlist function available. Most law school courses will have this capability.

## How to Waitlist a Course

If you are registering for a course that is full, you will see: **Registration Add Errors**

Billing Hours: 4.000  
Minimum Hours: 12.000  
Maximum Hours: 16.000  
Date: Jul 01, 2015 10:12am

**Registration Add Errors**

| Status   | Action              | CRN   | Subj | Crse | Sec | Level        | Cred  | Grade Mode     | Title                |
|--|---------------------|-------|------|------|-----|--------------|-------|----------------|----------------------|
| This section is closed. The waitlist is open. There are 1 already on the waitlist. To be added to the Waitlist select a status of "Wait List" and click "Submit" |                     |       |      |      |     |              |       |                |                      |
|  | None<br>Wait Listed | 35004 | LAWN | 4056 | D1  | Juris Doctor | 2.000 | Standard Grade | Adv Fed Tax Research |

**Add Classes Worksheet**

CRNs

Submit Changes Class Search Reset

1 Under **Action**, select **Wait Listed** for any classes you want to waitlist.

2 Click **Submit Changes** to add yourself to a course's waitlist.

3 If you have successfully been added to a course waitlist, you will see it under your **Current Schedule**

**Current Schedule**

| Status                            | Action | CRN   | Subj | Crse | Sec | Level        | Cred  | Grade Mode     | Title                |
|-----------------------------------|--------|-------|------|------|-----|--------------|-------|----------------|----------------------|
| **Web Registered** on Jun 1, 2015 | None   | 35028 | LAWG | 4004 | D1  | Juris Doctor | 2.000 | Standard Grade | Chinese Law          |
| **Web Registered** on Jun 1, 2015 | None   | 35058 | LAWP | 4016 | E1  | Juris Doctor | 2.000 | Standard Grade | Electronic Discovery |
| Wait Listed on July 1, 2015       | None   | 35004 | LAWN | 4056 | D2  | Juris Doctor | 0.000 | Standard Grade | Adv Fed Tax Research |

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 12.000  
Maximum Hours: 16.000  
Date: Jul 01, 2015 10:10am

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**Next Steps:** When a seat becomes available for a Waitlist course, the first student on the waitlist will receive an email at their **LLS email account**. It will inform the student of the 24-hour deadline to either add the course or be dropped from the Waitlist.



To add the course, select **Web Registered**, then **Submit Changes**.



To drop the course instead, select **Web Drop**, then **Submit Changes**.  
The next student on the Waitlist will be notified.



If no action is taken, the student will be dropped from the Waitlist after the deadline passes, and the next student on the Waitlist will be notified.

### Current Schedule

| Status                            | Action         | CRN   | Subj | Crse | Sec | Level        | Cred  | Grade          | Mode | Title                |
|-----------------------------------|----------------|-------|------|------|-----|--------------|-------|----------------|------|----------------------|
| **Web Registered** on Jun 1, 2015 | None           | 35028 | LAWG | 4004 | D1  | Juris Doctor | 2.000 | Standard Grade |      | Chinese Law          |
| **Web Registered** on Jun 1, 2015 | None           | 35058 | LAWP | 4016 | E1  | Juris Doctor | 2.000 | Standard Grade |      | Electronic Discovery |
| Wait Listed on July 1, 2015       | None           | 35004 | LAWN | 4056 | D2  | Juris Doctor | 0.000 | Standard Grade |      | Adv Fed Tax Research |
|                                   | Web Drop       |       |      |      |     |              |       |                |      |                      |
|                                   | Web Registered |       |      |      |     |              |       |                |      |                      |

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 12.000  
Maximum Hours: 16.000  
Date: Jul 01, 2015 10:10am

### Add Classes Worksheet

CRNs









Submit Changes

Class Search

Reset

### Troubleshooting & Notes

- ▼ Only LLS email accounts will receive Waitlist notifications. Make sure you have access!
- ▼ To waitlist is not a guarantee that the student will be registered in a closed course.
- ▼ Some courses may not have the Waitlist functionality.
- ▼ Questions regarding the Waitlist should be directed to registrar@lls.edu.