



# MU WAITLIST TUTORIAL

For Students

# What is Waitlisting?

- Prior to Summer 2011, waitlisting was a passive system that was used primarily for demand analysis to see if a new section of a particular class was needed.
- Starting Summer 2011, waitlisting will be a more proactive system allowing students to waitlist for desired class sections and receive notifications when a seat in one or more of those sections open up.

# How does Waitlisting work?

- Students who attempt to register for a class that is full or 'closed' may put themselves on a waiting list for that class.
- When an open seat becomes available, an email will be sent to the next student in the Waitlist queue via their Marauder email address.
- The student will have a limited time from the delivery of the email to add the class.
- All registration holds and registration restrictions will still apply and can hamper your eligibility to waitlist and/or register for a class from a waitlist.
- Seniors will get priority on Waitlists, with all other classes being first-come-first-served.

# How does Waitlisting work (cont)?

- You may waitlist for more than one section of the same course.
- You may also opt to receive text notifications to your mobile phone when you can register for a course off of the waitlist: [Log into MAX](#) and go to Student Services > MAX Mobile to sign up.

**\*SIGNING UP FOR MAX MOBILE IS  
HIGHLY RECOMMENDED!!!\***

# How do I get on a Waitlist?

- After logging into MAX, you can use the 'Class Search' feature (*located under Student Services – Registration – Drop/Add Classes – Class Search*), to locate closed classes that you are interested in taking.

## Results from a Class Search

Cap: Amount of students that can register for the class

Act: Actual amount of students registered for the class

Rem: Remaining seats available

### Sections Found

History																						
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	4419	HIST	101	0	M	3.000	Europe and the World 1350-1789	TR	01:00 pm-02:15 pm	51	50	1	50	0	50	0	0	0	Tanya E. Kevorkian (P)	08/30-12/18	MCCOM 302	Social Sciences Area
<input type="checkbox"/>	4420	HIST	101	01	M	3.000	Europe and the World 1350-1789	TR	04:00 pm-05:15 pm	60	59	1	50	0	50	0	0	0	Tanya E. Kevorkian (P)	08/30-12/18	MCCOM 303	Social Sciences Area
C	4421	HIST	101	02	M	3.000	Europe and the World 1350-1789	W	06:00 pm-09:00 pm	48	48	0	50	0	50	0	0	0	Clarence V. Maxwell (P)	08/30-12/18	MCCOM 300	Social Sciences Area
<input type="checkbox"/>	4425	HIST	102	0	M	3.000	Europe and World 1789-Present	MWF	01:00 pm-01:50 pm	60	56	4	50	0	50	0	0	0	Curthberth A. Onek (P)	08/30-12/18	MCCOM 133	Social Sciences Area

# Waitlisted Listed Courses

WL: Waitlist

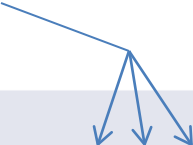
WL Cap: How many students can be on the waitlist

WL Act: How many students are on the waitlist

WL Rem: How many open seats are on the waitlist

## Sections Found

### History



Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	4419	HIST	101	0	M	3.000	Europe and the World 1350-1789	TR	01:00 pm- 02:15 pm	51	50	1	50	0	50	0	0	0	Tanya E. Kevorkian (P)	08/30- 12/18	MCCOM 302	Social Sciences Area
<input type="checkbox"/>	4420	HIST	101	01	M	3.000	Europe and the World 1350-1789	TR	04:00 pm- 05:15 pm	60	59	1	50	0	50	0	0	0	Tanya E. Kevorkian (P)	08/30- 12/18	MCCOM 303	Social Sciences Area
C	4421	HIST	101	02	M	3.000	Europe and the World 1350-1789	W	06:00 pm- 09:00 pm	48	48	0	50	0	50	0	0	0	Clarence V. Maxwell (P)	08/30- 12/18	MCCOM 300	Social Sciences Area
<input type="checkbox"/>	4425	HIST	102	0	M	3.000	Europe and World 1789- Present	MWF	01:00 pm- 01:50 pm	60	56	4	50	0	50	0	0	0	Curthberth A. Onek (P)	08/30- 12/18	MCCOM 133	Social Sciences Area

# Cross-Listed Courses

XL: Cross List

XL Cap: How many total students allowed in a cross listed class

XL Act: How many students are enrolled in a cross listed class

XL Rem: How many open seats are available

## Sections Found

English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	7110	ENGL	403	01	M	3.000	Chaucer M		06:00 pm- 09:00 pm	32	30	2	3	0	3	37	35	2	Bonnie I. Duncan (P)	08/30-12/18	HASH	011

Register

Add to WorkSheet

Class Search

[ [Student Schedule by Day & Time](#) | [Student Detail Schedule](#) | [View Fee Assessment](#) ]

Example: ENGL 403 is a class that is cross listed with ENGL 603

You can see that 30 students are registered for ENGL 403 with a remaining cap of 2. The XL Act shows that there are really 35 students registered for the cross listed courses which leaves 2 slots open for a student to register for.

= Seats Remaining (Students can still register for this class)

C = Closed (Waitlist may be available – refer to WL Rem column)

Student is already Registered or Waitlisted

**Sections Found**


**History**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	4419	HIST	101	0	M	3.000	Europe and the World 1350-1789	TR	01:00 pm-02:15 pm	51	50	1	50	0	50	0	0	0	Tanya E. Kevorkian (P)	08/30-12/18	MCCOM 302	Social Sciences Area
C	4420	HIST	101	01	M	3.000	Europe and the World 1350-1789	TR	04:00 pm-05:15 pm	59	59	0	50	0	50	0	0	0	Tanya E. Kevorkian (P)	08/30-12/18	MCCOM 303	Social Sciences Area
	4421	HIST	101	02	M	3.000	Europe and the World 1350-1789	W	06:00 pm-09:00 pm	48	48	0	50	1	49	0	0	0	Clarence V. Maxwell (P)	08/30-12/18	MCCOM 300	Social Sciences Area

- Write down the CRN for the class you want to waitlist
- Click Add to Worksheet

## Look-Up Classes to Add:

Fall 2010  
Feb 08, 2011 04:30 pm

 To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register.

If no check box appears on the left, you are ineligible to register at this time.

Location listed as **BLEND**: blended-format course requires some face-to-face meetings with the remainder online. Location and meeting dates can be found [here](#).

### Sections Found

#### History

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	4419	HIST	101	0	M	3.000	Europe and the World 1350-1789	TR	01:00 pm-02:15 pm	51	50	1	50	0	50	0	0	0	Tanya E. Kevorkian (P)	08/30-12/18	MCCOM 302	Social Sciences Area
C	4420	HIST	101	01	M	3.000	Europe and the World 1350-1789	TR	04:00 pm-05:15 pm	59	59	0	50	0	50	0	0	0	Tanya E. Kevorkian (P)	08/30-12/18	MCCOM 303	Social Sciences Area
	4421	HIST	101	02	M	3.000	Europe and the World 1350-1789	W	06:00 pm-09:00 pm	48	48	0	50	1	49	0	0	0	Clarence V. Maxwell (P)	08/30-12/18	MCCOM 300	Social Sciences Area

Register

Add to WorkSheet

Class Search

- Type in the CRN you wrote down into the CRN box
- Click Submit Changes

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Wait List on Feb 08, 2011	None	4421	HIST	101	02	Undergraduate	0.000	Undergraduate	Standard Letter	Europe and the World 1350-1789

Total Credit Hours: 0.000

Billing Hours: 0.000

Minimum Hours: 0.000

Maximum Hours: 17.000

Date: Feb 08, 2011 04:44 pm

### Add Classes Worksheet

#### CRNs

6169

Submit Changes

Class Search

Reset

# After you click Submit Changes, the screen will say 'Registration Add Errors'

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Wait List on Feb 08, 2011	None	4421	HIST	101	02	Undergraduate	0.000	Undergraduate Standard Letter	Europe and the World 1350-1789


Total Credit Hours: 0.000

Billing Hours: 0.000

Minimum Hours: 0.000

Maximum Hours: 17.000

Date: Feb 08, 2011 04:46 pm

 Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	None	6169	ITEC	110	0	Undergraduate	3.000	Undergraduate Standard Letter	Communication/Info Systems

## 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"/>	<input type="text"/>	<input type="text"/>
Submit Changes		Class Search		Reset					

- Click on the drop down box
- Click Wait List
- Click Submit Changes

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Wait List on Feb 08, 2011	None	4421	HIST	101	02	Undergraduate	0.000	Undergraduate	Standard Letter Europe and the World 1350-1789

Total Credit Hours: 0.000

Billing Hours: 0.000

Minimum Hours: 0.000

Maximum Hours: 17.000

Date: Feb 08, 2011 04:46 pm

### Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	None	6169	ITEC	110	0	Undergraduate	3.000	Undergraduate	Standard Letter Communication/Info Systems

- None
- Wait 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"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Submit Changes

Class Search

Reset

# After submitting your changes, you will be able to view the classes for which you are registered and waitlisted

## Current Schedule



Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on Feb 08, 2011	None	5032	GOVT	101	0	Undergraduate	3.000	Undergraduate	Standard Letter	Intro to Political Studies
Wait List on Feb 08, 2011	None	6169	ITEC	110	0	Undergraduate	0.000	Undergraduate	Standard Letter	Communication/Info Systems

Total Credit Hours: 3.000

Billing Hours: 3.000

Minimum Hours: 0.000

Maximum Hours: 17.000

Date: Feb 08, 2011 11:15 pm

## Add Classes Worksheet

CRNs

Submit Changes

Class Search

Reset

## **For classes with more than one component (lecture/lab/recitation)...**

- For classes that have a LAB component, you need to waitlist for the LAB.
- For classes that have a RECITATION component, you need to waitlist for the RECITATION.
- For classes that have a LAB & RECITATION component, you need to waitlist for the LAB.

# Waitlist E-mail notifications

- Once you reach the top of the waitlist for a class section and a seat becomes available, you will receive email notification to your Marauder email account stating that you can now add the class.
- If you opted to receive text notifications to your mobile phone, you should also receive a text alerting you to check your email for the waitlist notification.
- You will have a finite amount of time to register for the class – the amount of time will be mentioned in the email you receive.
- For this reason we highly recommend you check your Marauder email account at least twice a day if you are on a wait list for a course.
- There will be times when you will not receive email notifications regarding class openings. See the [Waitlisting Website](#) for more important dates.

# Registration from the Wait List

- Any registration holds you may have on your account will prevent registration from the waitlist
  - You can view any holds you may have via MAX under Student Services – Student Academic Record – View Holds
- You will not be able to register for a course if you do not meet all of the course requirements such as pre/co-requisites, field of study(major/minor/concentration) and class standing even if you were able to waitlist for the section.
- You will not be able to register for a course off of the wait list if it conflicts with a course you are currently registered for – you will need to alter your schedule accordingly or obtain permission to enroll.
- Permission to Enroll forms are available in the Student Forms Center online: <http://muweb.millersville.edu/~forms/student/>. These forms may also grant you permission to Wait List for a course unavailable to you due to course restrictions.

# Registration from the Wait List

- Log into MAX
- Go to Student Services – Registration – Add/Drop Classes
- Click the Drop down arrow on Action button for the class you received notification for
- Click **\*\*Registered\*\***
- Click Submit Changes

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
<b>**Registered**</b> on Feb 04, 2011	None	5042	GOVT	111	01	Undergraduate	3.000	Undergraduate	Standard Letter	Intro to American Government
Wait List on Feb 09, 2011	None	5145	HIST	105	02F	Undergraduate	0.000	Undergraduate	Standard Letter	The Craft of History

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 21.000  
Date: Feb 09, 2011 08:55 am

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

# Registration from the Wait List (Cont.)

- If you are registering for a multi-component class, you need to obtain the CRNS for all of the linked components either by using MAX Class Search or the Web Schedule (recommended) PRIOR to adding the waitlisted lab/recitation.
- Make certain the lecture (and recitation for some PHYS classes) section you want to add is “linked” to the lab/recitation you had received notification for. Check the class notes on the lecture using the Web Schedule to see which lab and/or recitation to register for.
- Type in the CRN for the lecture (and recitation for some PHYS classes) in the Add Classes Worksheet and **\*\*Register\*\*** for the lecture all at the same time by clicking on Submit Changes.

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on Dec 02, 2010	None	5141	ANTH	121	0	Undergraduate	3.000	Undergraduate	Standard Letter	Cultural Anthropology
**Registered** on Feb 07, 2011	None	4193	COMM	100	03	Undergraduate	3.000	Undergraduate	Standard Letter	Fundamentals of Speech
**Registered** on Feb 07, 2011	None	5274	COMM	100	03B	Undergraduate	0.000	Not Graded		Fundamentals of Speech:Rec
Wait List on Feb 09, 2011	<b>**Registered**</b>	4597	PHYS	131	01	Undergraduate	0.000	Undergraduate	Standard Letter	Physics 1 with Algebra

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 19.000  
Date: Feb 09, 2011 01:26 pm

## Add Classes Worksheet

CRNs									
4598	4602								
<input type="button" value="Submit Changes"/> <input type="button" value="Class Search"/> <input type="button" value="Reset"/>									

# Dropping a Waitlisted Course

- Log into MAX
- Go to Student Services – Registration – Add/Drop Classes
- Click the Drop down arrow on Action button for the class you received notification for
- Click Drop/Delete
- Click Submit Changes

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on Feb 04, 2011	None	5042	GOVT	111	01	Undergraduate	3.000	Undergraduate	Standard Letter	Intro to American Government
Wait List on Feb 09, 2011	None	5145	HIST	105	02F	Undergraduate	0.000	Undergraduate	Standard Letter	The Craft of History

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 21.000  
Date: Feb 09, 2011 08:55 am

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

During the window of time you are given in your notification to add the waitlisted section, you can add or drop the waitlisted class in the Add or Drop Classes screen in Banner. To add the class, enter the CRN in the 'Add Classes Worksheet' and click submit. This will register the student for the course, even if it was previously dropped.

# “Open” Seats and Waitlisting

- The [Web Schedule's](#) “Seats Avail” column accurately displays the number of seats available to students – it takes into account the students waitlisted for a course.
- The Class Search feature (Refer to Slide # 6) in MAX shows the number of students on the wait list (**WL Act** column) for a course as well as the number of seats available (**Rem** column).
  - If the number of seats remaining is less than the number of students on the wait, those available seats are held and reserved for the waitlisted students (so you won't be able to register).

# Please Note...

- A faculty member teaching a course may, at his or her discretion, provide another student with an override to allow that individual to register for a course, and that seat will become unavailable to the waitlisted student. If that occurs, the student will need to contact the faculty member (or academic department) for more information, but they should be aware that he or she is not required to add you to the course.
- **Do your fellow students a favor and drop yourself from any waitlisted courses you do not intend on taking.**
- If you are dropped for non-payment, you will be dropped from your waitlisted courses as well.
- Check your Marauder email frequently for waitlist notifications.
- The length of time you are given to register from the waitlist may vary – read your notification email carefully.
- Refer to the Waitlisting FAQ for Students on the Registrar's website for more information.

# Questions?

## Registrar's Office

**Email:** [Registrar@millersville.edu](mailto:Registrar@millersville.edu)

**Phone:** 717-872-3035

**Fax:** 717-872-3016

**Hours:** Mon. - Fri. 8am to 5pm