

JSU FAQ - WAITLIST INSTRUCTIONS

HOW DOES THE WAITLIST WORK?

Students who are unable to register for a class due to it being full may put themselves on a waiting list on a first come, first served basis. When a seat becomes available, an e-mail will automatically generate and be sent to the university e-mail address of the student at the top of the waiting list. The student will have 24 hours to accept the seat. If the student does not respond within the 24-hour period, the next student on the list will be notified and have 24 hours to respond.

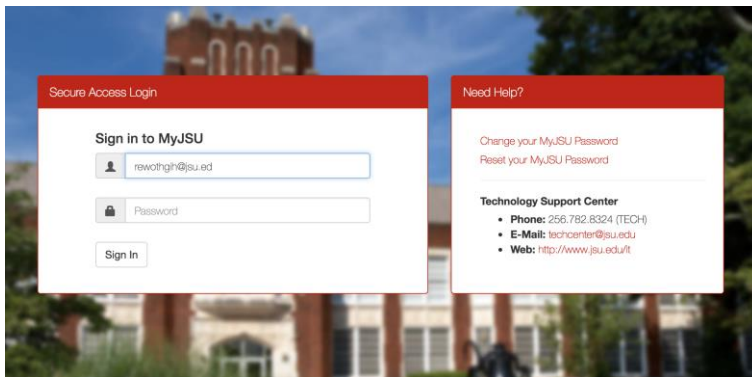
PREREQUISITES FOR WAITLISTING

Students must meet all of the course prerequisites and requirements in order to sign up for a waiting list.

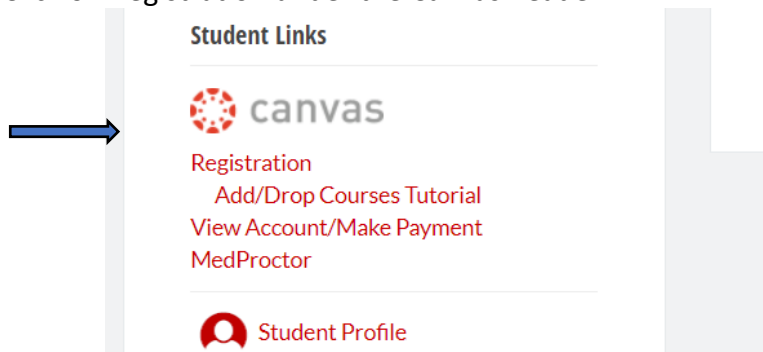
HOW DO I SIGN UP FOR A WAITLIST?

All registration for waiting lists must be done online. Please see step by step instructions below.

1. Log in to your MyJSU



2. Click on Registration under the Canvas header



3. Select the appropriate term for registration. Save and continue.

Build Schedule | Shopping Cart (0) | Current Schedule (1)

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Select Term

Term

- Summer 2022
- Language Institute E 2022
- Language Institute F 2022
- Fall 2022

4. On the Build Schedule tab, select “Change” for Course Status and then select “Open & Full w/Waitlist Open.”

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Course Status: Open & Full w/Waitlist Open Term: Fall 2021

Parts of Term: All Parts of Term Selected

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Select Course Status

Course Status

- Open Classes Only
- Open & Full w/Waitlist Open
- Open & Full

5. Search for and add desired course(s) to Course List. Generate schedules. Send preferred schedule to Shopping Cart.

Potential Schedule for Fall 2021

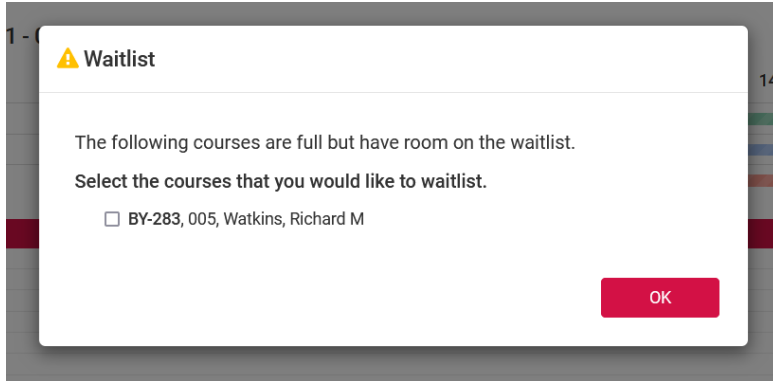
ID: 000102542

*You are viewing a potential schedule only and you must still register.

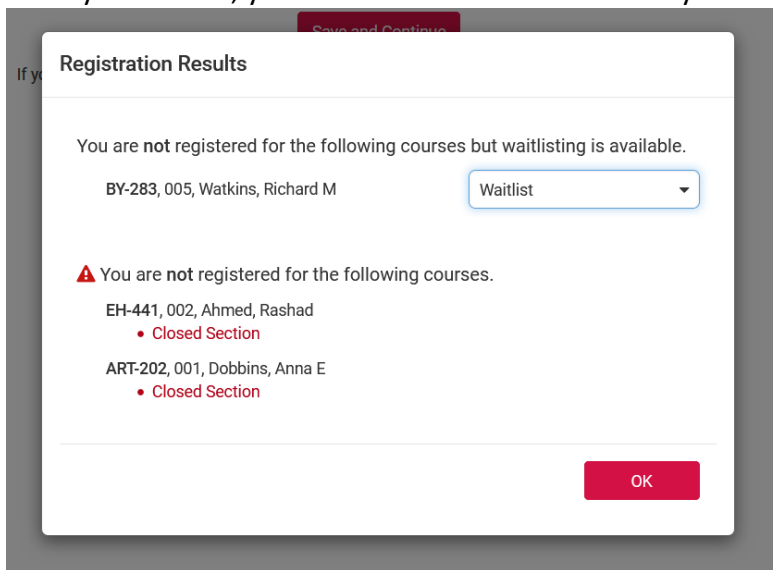
Status	CRN #	Subject	Course	Section	Seats Open	Parts of Term	Day(s) & Location(s)	Credits
Not Enrolled	13557	ART	202	001	0	Fall 2021 - Full Term	WWW	3
Notes: This course is 100% online. For general online course requirements and information, please go to: A Guide for Online Students . Instructors may have additional requirements that are specific to particular courses.								
Not Enrolled	12888	BY	283	005	0	Fall 2021 - Full Term	MWF 10:00am - 11:00am - MAH 250 T 3:00pm - 5:00pm - MCG 107	4
Prerequisites								
Not Enrolled	12989	EH	441	002	0	Fall 2021 - Full Term	WWW	3
Prerequisites								
GRADUATE SECTION								
Enrolled	11462	EIM	505	001	7	Fall 2021 - Full Term	WWW	3
Notes: This course is 100% online. For general online course requirements and information, please go to: A Guide for Online Students . Instructors may have additional requirements that are specific to particular courses.								
FULL TERM								

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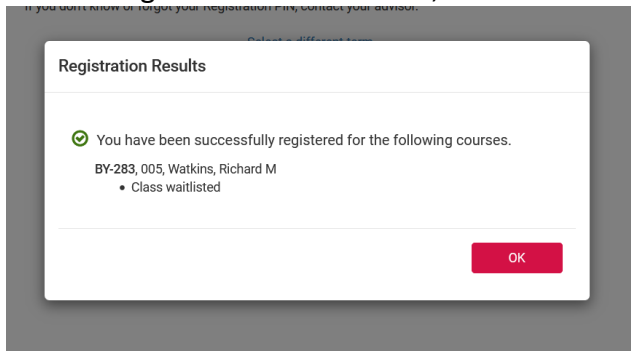
6. From the Shopping Cart tab, click “Register.” You will receive notification that waitlist is available.



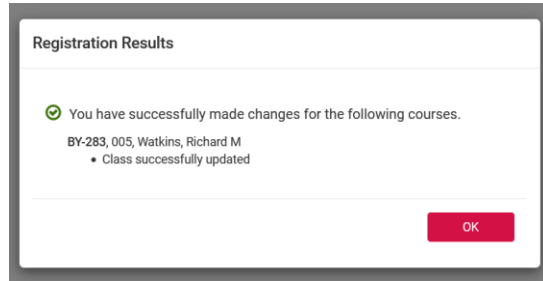
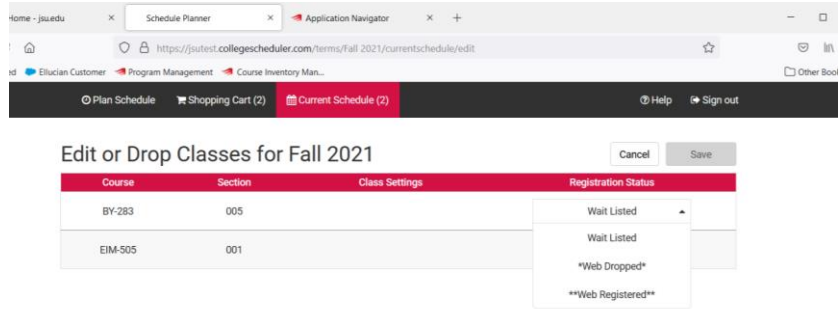
7. Once you click ok, you will be asked to confirm that you want to waitlist.



8. Waitlist registration is confirmed, and the course shows on your current schedule as waitlisted.



9. When notification is received that a seat is available, you must return to Registration and your Current Schedule tab. Select Web Registered from the drop-down menu for the course.



WHAT HAPPENS IF I MISS THE 24 HOUR TIMELINE AFTER RECEIVING MY EMAIL?

If you do not register within your 24 hours from the time your email was sent, you will automatically be dropped from the waiting list and the next student in line will move up. We recommend that you check your email several times a day once you sign up for the waiting list.

IF I'M A SENIOR, DO I GET PRIORITY OVER FRESHMAN?

During the week of priority registration, registration is open to students based on earned hours. After the initial week of registration, all other registration is on a first come, first served basis.

MAY I GET ON THE WAITING LIST FOR MORE THAN ONE SECTION OF THE SAME COURSE?

No. However the system will allow you to waitlist for more than one class as long as it's not the same course in a different section.

HOW DOES WAITLISTING WORK WITH FEE PAYMENT DEADLINES AND DROPS?

If you have an outstanding balance after the fee deadline, you may be dropped from one or more of your classes as well as the waitlist. As long as your account balance is paid in full, you will not be dropped from any of your classes or the waitlist.

WHEN DOES A WAITLIST GO AWAY?

Waitlists will be discontinued on the last day of registration.

IS THE WAITLIST OFFERED FOR ALL CLASSES?

It is up to each individual department to decide if they want to use the waitlist option. Waitlisting is only utilized for sections in the full term and part of term A/Summer I.

I RECEIVED A WAITLIST E-MAIL, BUT WHEN I TRIED TO REGISTER I COULDN'T BECAUSE OF A REGISTRATION HOLD. WHAT'S WRONG?

All registration holds must be cleared prior to any registration activity (this includes waitlisted classes).

I ACCIDENTALLY DROPPED MY WAITLISTED CLASS. HOW DO I GET BACK IN?

Add the class to your course list and click on "Generate Schedules." Submit the preferred schedule to your shopping cart and click register. The system will prompt you to confirm your registration choice.

****Please be patient while on the waitlist.** Department heads may wait until a week or 2 before classes start to address the waitlists. This is so they can see how many students need to be accommodated and make decisions about how best to accommodate them. Please note the waitlist is not a guarantee, and you should have a plan B just in case.