

## 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 waitlist 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 waitlist. 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.*

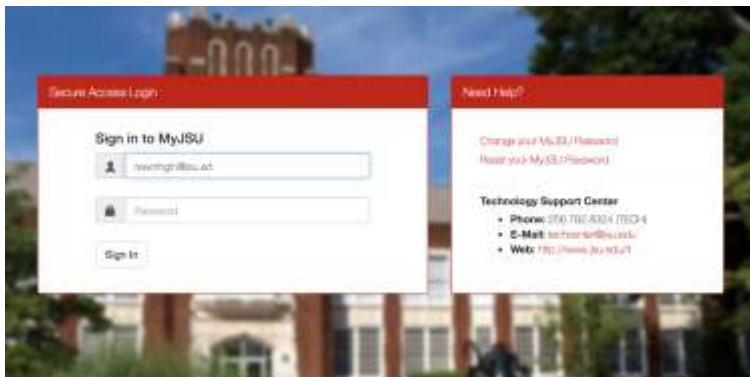
### PREREQUISITE FOR THE WAITLISTING

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

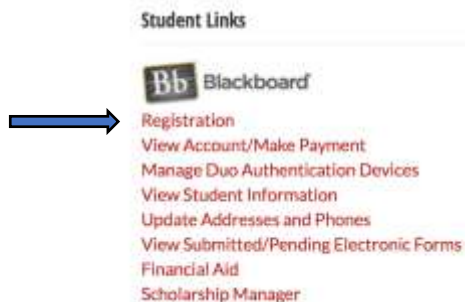
### HOW DO I SIGN UP FOR A WAITLIST?

*All registration for waitlists must be done online. Please see step by step instructions below.*

1. Log in to your MyJSU



2. Click on Registration under the Blackboard header



3. Click on Add or Drop Classes



4. Read over the Student Financial Responsibility and click “I Agree”

**STUDENT FINANCIAL RESPONSIBILITY**

In the event a student fails to satisfy a financial obligation to the University and the debt is referred to an outside attorney or agency for collection, in addition to the debt (principal plus applicable interest), the student will be responsible for all costs, charges and expenses incurred by the University, including attorney's fees and / or and collection agency fees and expenses, not to exceed thirty-three and 1/3 percent (33.3%) of the debt, plus litigation expenses and court costs, if applicable. Debts owed the University may be referred out for collection as accounts or, where litigation has concluded, as judgments. Delinquent accounts may accrue interest at the contract rate or, where none is stated, at the maximum rate allowed by Alabama law. Any judgment obtained in favor of the University will accrue interest at the rate set by Alabama law for unpaid judgments. By providing your telephone number to JSU, you agree and give express consent that the University or anyone working on their behalf, including third party vendors, may contact you at the number provided by manually dialing the number or by using automated dialing technology.

I have read and agree to abide by the terms set forth above in the statement of Student Financial Responsibility. If you have questions, please contact the Office of Student Accounts at [bursar@jsu.edu](mailto:bursar@jsu.edu).

**Family Educational Rights and Privacy Act (FERPA) Notification**

By selecting "I Agree," you certify that you are informed of your privacy rights as a student under the Family Educational Rights and Privacy Act (FERPA), found on the following link: <http://www.jsu.edu/catalogue/current/privacy.pdf>. Any question should be directed to the Registrar's Office, 113 Bibb Graves, 256-782-5400 or to [registrar@jsu.edu](mailto:registrar@jsu.edu).



I Agree (press to continue with your Registration)

5. Select the term

**Registration Term**

Select a Term:

Submit

6. Scroll to the bottom of the page to the CRN box

7. Key in your CRN you wish to be waitlisted for and click submit

**Add Classes Worksheet**

**CRNs**

Submit Changes Class Search Reset

8. An error message will appear that the class is full, however it will generate a drop- down box on the right side.

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	None	21458	BY	101	002 Undergraduate	3.000	Standard Letter	Introductory Biology I

9. Click on “Waitlist” in the drop- down box and click submit again.

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	Waitlist	21458	BY	101	002 Undergraduate	3.000	Standard Letter	Introductory Biology I

10. If no errors occurred the class should show up at the top of the page with “waitlist” under the status.

**Current Schedule**



Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Waitlist on Oct 16, 2018	None	21458	BY	101	002 Undergraduate	0.000	Standard Letter	Introductory Biology I

Total Credit Hours: 0.000  
 Billing Hours: 0.000  
 Minimum Hours: 0.000  
 Maximum Hours: 13.000  
 Date: Oct 16, 2018 11:19 am

11. If you continue to receive an error message, contact the departmental secretary for assistance.

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 waitlist.*

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

*During the first week of 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 WAITLIST 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 WAITLIST WORK WITH FEE PAYMENT DEADLINES AND DROPS?

*Waitlisted courses are not included in your tuition and fees. If you have an outstanding balance after the fee deadline, you may be dropped from 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. After a fee payment deadline, you may move up in your position on a waitlist to replace students who were dropped for non-payment.*

WHEN DOES A WAITLIST GO AWAY?

*Waitlist will be discontinued on the first day of the term.*

IS THE WAITLIST OFFERED FOR ALL CLASSES?

*It is up to each individual department to decide if they want to use the waitlist option.*

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?

*As long as you are still within the 24 hour window you can add the class by going to the Add/Drop screen in Banner. You will then need to type in the CRN in the Add Classes Worksheet and click submit changes. This will register you for the class. If it's past the 24 hour window you will have to start the waitlist process over from the beginning.*

PLEASE NOTE THE WAITLIST IS NOT A GUARANTEE AND ALL DEPENDS ON CANCELLATION, MAKE SURE YOU HAVE A PLAN B IN PLACE.