

Instructions for Waitlisting

Note: You must check the “waitlist okay” box when adding the class to your shopping cart, you will not be able to add it later from your shopping cart. If you decide later you’d like to be added to a waitlist you will need to remove and re-add the class to your shopping cart.

You will not be enrolled from the waitlist if a time conflict exists, you do not meet the prerequisites for the class, or you are already enrolled in another section of the same course.

Log into PeopleSoft (peoplesoft.clarkson.edu)

- At the top left click on **Main Menu > Self Service > Enrollment > Enrollment: Add Classes**
- Enter the class number (e.g. 2567) then click the “**Enter**” button or Class search with “**Show Open Classes Only**” unchecked.

Fall 2016 | Undergraduate | Clarkson University

The screenshot displays the enrollment interface for Fall 2016. At the top, there are three status indicators: a green circle for 'Open', a blue square for 'Closed', and a yellow triangle for 'Wait List'. Below this, the 'Add to Cart' section is visible, featuring a text input field with '9787' and an 'enter' button. The 'Find Classes' section has two radio buttons: 'Class Search' (selected) and 'My Requirements'. A 'search' button is located at the bottom of the 'Find Classes' section. On the right, the 'Fall 2016 Shopping Cart' is shown as an empty container with the message 'Your enrollment shopping cart is empty.'

Add Classes



Enter Search Criteria

Search for Classes

Clarkson University | Fall 2016

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject Sociology

Course Number

Course Career

Show Open Classes Only

Location

Class Attributes/Requirements

Mode of Instruction

Course Attribute

Course Attribute Value

Requirement Designation

Additional Search Criteria

[Return to Add Classes](#)

- In the image below SOC 201, class number 9787, is closed (full) which is depicted under that status column by an orange triangle symbol ▲. The orange triangle status indicates that a waitlist is available for the class.

SOC 201 - Introduction to Society							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
9787	01-LEC Regular	TuTh 9:30AM - 10:45AM	342 Science Center	Matthew J Manierre	08/29/2016 - 12/09/2016	▲	<input type="button" value="select"/>

- Verify the information then click the Select button.
- To be put on the Waiting List, you must click the Wait List checkbox to insert a check mark.

SOC 201 - Intro to Society

Class Preferences

SOC 201-01	Lecture	 Wait List	Wait List	<input checked="" type="checkbox"/> Wait list if class is full
Session	Regular Academic Session		Permission Nbr	<input type="text"/>
Career	Undergraduate		Grading	Graded
Enrollment Information			Units	3.00
<ul style="list-style-type: none"> • Cultures and Societies • Individual and Group Behavior • University Course • Offered Fall Term 				

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	TuTh 9:30AM - 10:45AM	342 Science Center	Matthew J Manierre	08/29/2016 - 12/09/2016

- Verify the Enrollment Preferences, and click the **Next** button. (Repeat steps 2 – 6 for any other classes you wish to add)
- Once your shopping cart shows your selected classes, click the **Proceed to Step 2 of 3** button.

Add to Cart:

Enter Class Nbr

Find Classes

Class Search

My Requirements

Fall 2016 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	SOC 201-01 (9787)	TuTh 9:30AM - 10:45AM	342 Science Center	M. Manierre	3.00	

- Verify the information then click the **Finish Enrolling** button to complete the process.
- View your results. The message should depict the following: **Class 9787 is full. You have been placed on the wait list in position X.**
- To view your list of classes with their respective status click the **My Class Schedule** button. Look at the **Status** column, it will say **Waiting**.

SOC 201 - Intro to Society						
Status	Waitlist Position	Units	Grading	Grade	Deadlines	
Waiting	1	3.00	Graded			
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
9787	01	Lecture	TuTh 9:30AM - 10:45AM	342 Science Center	Matthew J Manierre	08/29/2016 - 12/09/2016

Important Note: Once waitlisted, do not try to enroll in the same section, or re-waitlist. It could cause you to lose your place on the waitlist that you originally put yourself on.

Students will not be auto-enrolled from the waitlist if any one of the following conditions exist:

- Corequisites or prerequisites for the waitlist class are not met.
- Debt or other hold
- Chose to be added to a waitlist for both a lecture and discussion/lab/tutorial, but only one of those waitlisted sections has an open seat when the process is run.
- If the seat open is part of a reserve cap that you do not meet the requirements for.

If any of the conditions above exists, the auto-enroll system will enroll the next wait-listed student.

The last day students can add themselves to a waitlist is the last day of open enrollment.

Things that would prevent students from adding themselves to a waitlist:

- Enrollment appointment date/time has not yet been reached
- Prerequisites/corequisites for the class are not met
- Maximum units to waitlist reached: Fall and Spring Semesters 12.0 for full time students, 6.0 for part time students
- Instructor consent is required to enroll in the class
- Student has a hold on their account
- Last day to waitlist has passed
- Waitlist is at capacity
- Already enrolled in another section of the same class
- Term unit limit is exceeded with enrolled and/or waitlisted courses: Fall and Spring Semester: 19.0
- Already waitlisted in another section of the same course
- Time conflict between a currently enrolled or waitlisted class