Adding yourself to the waitlist and Registering if a seat becomes available

From my.pennwest.edu – Student Services - Registration, select Register for Classes.

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Student • Registration									
Registrat	ion								
What wou	ıld you like to do?								
	Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.		Register for <u>Classes</u> Search and register for your classes. You can also view and manage your schedule.						
-	Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.		Browse Classes Looking for classes? In this section you can browse classes you find interesting.						

Select the term of registration and click Continue

Student • Registration	٠	Select a Term
Select a Term		
Terms Open for Registration		
Spring 2025		v
Continue		

Perform a search for the course in which you are interested.

Student • Registration •	Select a Term • Register for Classes
Register for Classes	
Find Classes Enter CRNs Plans	Schedule and Options
Enter Your Search Criteria ① Term: Spring 2025	
Campus	
Subject	× Sociology
Course Number	
Part Of Term	
Instructional Methods	
	Search Clear > Advanced Search

If a class is full and can be waitlisted, you can identify the number of waitlist seats remaining listed under "Status": Example "5 of 5 waitlist seats remain"

<u>Stude</u>	nt • F	Registra	ation	• <u>Sel</u>	<u>ect a Term</u> • Re	egister	for Classes				
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Find Cla	sses E	Enter CRNs	Plan	s Scł	nedule and Options						
Search Term: S	Results – pring 2025	– 33 Classe Subject:	es Sociology								
CRN ³	> Term ≎	Subject	Coursê N	Section	Title \$	Hours	Meeting Times	Campus	Status	Schedule Type	
11208	Spri	SOCI	1000	001	Introduction to Sociology	3	SuMore Wern Fr/Sa 09:30 AM - 10:45 AM Type: Class Building: Duda Hall Room: 202 Start Date: 01/13/2025 End Date: 05/02/2025	Calif	FULL: 0 of 40 seats remain.	ecture	

If a course is not able to be waitlisted the waitlist seat count will not show:

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CRN ≎	Term ≎	Subject	Course N	Section	Title	Hours	Meeting Times	Campus	s Status	Schedule Type
12411	Spri	SOCI	4950	500	Internship in Sociology	3	SuMo(Tu/WelTn/Fr/Sa) - Type: To Be Arranged Building: Off Campus Room: None Start Date: 01/13/2025 End Date: 05/02/2025	Pen.	O FULL: 0 of 1 seats remain.	Inernship

To add yourself to the waitlist, select "Add". This will add the course to the "Summary" section.

11549 S	ipri E	EXSC	1840	400	Technology Integration	3	SuMaTuWeThFrSa - Type: Asynchronous Building: Online Room: None Start Date: 03/12/025 End Date: 04/29/2025	Pen	FULL: 0 7 of 10 w	Lecture	Reuter, Benjamin (COMPUTER COMPETENCY COURSE GE-Foundations-Tech Liferacy GE-Tech Liferacy-Cat Yr FL13	,	Asynchronous		Add	1
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Click the drop-down menu listed under "Action", select "Wait Listed"

Summary							Tuition an	nd Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action		\$.
Technology Integration in Heal	EXSC 1840, 400	3	11549	Lecture	Pending	**Web Registered**	*	
						Web Registered		
						Remove		
						Wait Listed		

With Wait Listed showing as the action, click "Submit".

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	\$
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Tatal Haurs I Registered: 0 Dillion: 0	CEU: 0 Min: 0 Max	10					4
iotal Hours Registered. 0 Billing. 0	riced. of min. of max.	10					
						Conditional Add and Drop	Submit

Once you have successfully added yourself to the waitlist, the status will change from "Pending" to "Waitlisted" and you will receive a "Save Successful" confirmation message.

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Find Class	ses I	Enter CRNs	Plan	is Sc	hedule and Options														
Search Term: Sp	Results - ring 2025	— 73 Class Subject:	es Exercise S	cience									\mathbf{N}					Search Again	
11337	Spri	EXSC	1840	200	Technology Integratio	<u>n</u> 3	Type: Class Building: Crawford Room: 208B Start Date: 01/13/2025 End Date: 05/02/2025		Edin	FULL: 0 V 10 of 10	Lecture	Roberts, Jim W .	<u>r.</u> (GE Foundat GE-Tec. Lit	ions-Tech eracy-Cat	Literacy Yr FL13	Face-to-Face		Add	1
11549	Spri	EXSC	1840	400	Technology Integratic	<u>n</u> 3	SuMd TuWe Th Fr Sa - Type: Asynchronous Building: Online Room: None Start Date: 03/12/2025 End Date: 04/29/2025		Pen	FULL: 0 7 of 10 w	Lecture	Reuter, Benjami	.COMPUTE GE-Foundat GE-Tech Lite	R COMPE ions-Teeb eracy-Cat	TENCY COURSE Literacy YNEL13	Asynchronous		Add	1
11550	Spri	EXSC	1840	401	Technology Integratio	<u>n</u> 3	SuMe TuWe Th Fr Sa - Type: Asynchronous Building: Online Room: None Start Date: 01/13/2025		Pen	FULL: 0 10 of 10	Lecture	Pond, James Ro	.COMPUTE GE-Foundat GE-Tech Lite	R COMPE ions-Tech eracy-Cat	TENCY COURSE Literacy Yr FL13	Asynchronous		Add	·
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6am	Sund	day	Мо	nday	Tuesday	Wednesday	Thursday	Friday		Saturday			Details	Hours	CRN Schedule I	Status	Action		
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7am																			
8am											•								
9am																			
10am																			
11am											Total Hours	Registered: 0 Billing: (CEU: 0 Min: 0 Max:	18					
Panels -																	Conditional Add	and Drop 🕕 Subr	nit

Receiving the Notification

If an opening in your waitlisted course becomes available, an email will be sent to your @pennwest email account. You will have **48 hours** from the time the message is sent to register for the course before you are automatically dropped from the waitlist.

From: Office of, the Registrar <<u>registrar@pennwest.edu</u>> Sent: Wednesday, January 8, <u>2025</u> 2:19:28 PM To: Penny Western <<u>pwestern@pennwest.edu</u>> Subject: Waitlist Notification for 10227

Dear Penny,

A seat has become available in ED 3610 - 400 * Content Area Literacy * CRN: 10227 for Spring 2025 term and you must register before 09-JAN-2025 02:19 PM or the close of registration, whichever comes first. From the moment of registration you currently have 48 hours to enroll. If you do not take action you will be dropped from the waitlist.

If you wish to register, follow these steps:

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1. Log into my.pennwest.edu
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- 2. Click on the Student Self Service link in the Student Quick Access Card
- 3. Click on the Registration link on the Student Profile
- 4. Click on Register for Classes
- 5. In your shopping cart in the bottom right, change the WL status to Web Register. Do not DROP the course and then try to add it again. This will
- remove you from the waitlist.
 - Click Submit to save changes.

To register for the class once a seat becomes available:

- 1. Select the Students Tab.
- 2. Click Register for Classes and then select the term for registration.

3. Locate the waitlisted course in the Summary section and choose either "Web Registered" from the Action drop-down box.

Regis	ter for C	lasses						\mathbf{N}						
Find Cl	lasses En	nter CRNs F	Plans Sche	edule and Options										
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Termin	Summer 2021													- 11
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Scheo lass Sch 6am	tule edule for Sumi Sunday	chedule Details mer 2021 Monday	Sea	Ciear Ciear Wednesday	Advanced S Thursday	Friday	Saturday	Summary Title LEGAL ENVIRONM	Details BUSN 323,	Hour C 0 39	RN Schedule Ty 201 Lecture	o Status Waitlisted	Action Registration done o	v **
Scheo lass Sch 6am 7am	tute III s edule for Sumi Sunday	chedule Details mer 2021 Monday	Tuesday	Clear Clear Wednesday	Advanced S	Friday	Saturday	Summary Title LEGAL ENVIRONM	Details BUSN 323,	Hour C 0 35	RN Schedule Ty 201 Lecture	o Status Waitlisted	Action Registration done o	*
Sched lass Sch 6am 7am 8am	tute edule for Sumi Sunday	chedule Details mer 2021 Monday	Tuesday	Clear Clear Wednesday	• Advanced S	Friday	Saturday	Summary Title LEGAL ENVIRONM	Details BUSN 323,	Hour C 0 39	RN Schedule Ty 201 Lecture	or Status Waitlisted	Action Registration done o	*
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4. Click Submit to complete the registration or drop.

5. Once you have successfully registered for the course, the status will change from "Waitlisted" to "Registered" and you will receive a "Save Successful" confirmation message.

Student Registration Select a Term Register for Classes	Save Successful
Register for Classes	
Find Classes Enter CRNs Plans Schedule and Options Enter rour occurrent content C Term: Summer 2021 Subject Course Number C Keyword C Campus Search	
Schedule Eschedule Details	Summary
Class Schedule for Summer 2021 Sunday Monday Tuesday Wednesday Thursday Friday Saturday	Title Details Hour CRN Schedule 🎲 Status Action
6am	LEGAL ENVIRONM BUSN 323, 3 39201 Lecture Registered None
7am	
8am	
9am	Total Hours Registered: 3 Billing: 3 CEU: 0 Min: 0 Max: 15
Panels •	Conditional Add and Drop 0 Submit