

# Using Wait List

During Registration for Fall 2017


To add a course to your wait list:

1) When the course is in your course cart, click on the 'Activate Wait List' button

Registration for **Summer 2017 Session 3** [Registration Tools](#) [Course Schedule >](#)

### Course Cart

Add course


Remove	Course	Credits	Teacher	Place	Time
	BUAD-492-A Business Internship	3	L. Weeks	ARR	S M T W T H F

### Registered Courses

You have **not registered** for any courses.

[Schedule and Booklist \(PDF\)](#) [Preview Schedule](#)

[Deactivate Wait List](#) **Activate Wait List** [Register Courses](#)



2) Under 'Action', choose "Waitlist" and click submit

Register and Drop Sections x

Go Forward Help

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text" value="Waitlist"/>	Summer 2017 Session 3	BUAD-492-A (042954) Business Internship		07/24/2017-08/17/2017 Internship Days to be Announced, Times to be AnnouncedArranged, Room ARR	L. Weeks	0 / 0 / 0	3.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
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If one of my choices is not available

ALL allow me to adjust all

My Schedule

EDBACK

This is the confirmation screen that will be displayed when your waitlist request has been processed.

Registration Results

Go back

Help

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Summer 2017 Session 3	On waitlist		<a href="#">BUAD-492-A (042954) Business Internship</a>		07/24/2017-08/17/2017 Internship Days to be Announced, Times to be AnnouncedArranged, Room ARR	L. Weeks	3.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently registered for any sections.							

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Summer 2017 Session 3	Active	<a href="#">BUAD-492-A (042954) Business Internship</a>		07/24/2017-08/17/2017 Internship Days to be Announced, Times to be AnnouncedArranged, Room ARR	L. Weeks	3.00	

OK

If you want to remove yourself from the waitlist, go to your MyAccess portal and choose 'Register Courses'. Then choose the 'Deactivate Wait List' option.

Registration for Summer 2017 Session 3 ▾ Registration Tools ▾ Course Schedule >

### Course Cart

Add course

Remove	Course	Credits	Teacher	Place	Time
	BUAD-492-A Business Internship	3	L. Weeks	ARR	S M T W T H F

### Registered Courses

You have **not registered** for any courses.

Schedule and Booklist (PDF) Preview Schedule

Deactivate Wait List Activate Wait List Register Courses

Then under 'Action', choose "Remove", and click 'Submit'.

Manage My Waitlist Help

[Print Preview](#)

Waitlisted Sections

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	Waitlist
<input type="button" value="Remove"/>	Active		Summer 2017 Session 3	<a href="#">HIST-154-A (042974) Amer History to 1877</a>		07/24/2017-08/15/2017 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 08:30AM - 11:15AM, Brock Hall, Room 3009	B. McArthur	3.00	1	

Registered Sections

Drop	Pass/Audit	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections.					