

# Using Wait List

During Registration for Winter 2018

# Method 1: Using Registration feature in MyAccess

## Method 1 - To add a course to your wait list:

- Go to the course schedule
- Find your course
- And click the 'Add to Wait List' button

	Register	None	045448	COMM-135-A	Comm & Public Speaking	IN-3 Oral Communication Skills I-1C Comm Sks A5 Oral Comm	Pamela Harris	BH 1307	MWF	9:00AM	9:50AM	3.00	2 / 2 / 2
	Wait List	Add			<span>Class Is Full</span> <span>Wait List in Progress</span>								

View your 'Register for Courses' page to see courses placed on waitlist

**SOUTHERN ADVENTIST UNIVERSITY** Portal Academics Financial Employees Budget and Strategy Resources Work Order System Admin

### ACADEMICS

Register for Courses

Get cleared to start your first day of classes visiting **Checklist** page.

Do not get stopped during registration, make sure you have your **Health Insurance Enrollment** completed.

Registration for Winter 2018 Registration Tools Course Schedule »

#### Wait List

Remove	Course	Credits	Position	People Waiting
	COMM-135-A Comm & Public Speaking	3	1	2

#### Course Cart

Add course


There are no courses in your cart. Courses may be added above or from the **Course Schedule**

If you want to remove yourself from the waitlist, go to the 'Register for Courses' page and click the red 'x' under the Wait List heading.

The screenshot shows the 'ACADEMICS' section of the registration system. At the top, there is a navigation bar with links for Portal, Academics, Financial, Employees, Budget and Strategy, Resources, Work Order, and System Admin. Below this, the 'ACADEMICS' heading is followed by a 'Register for Courses' link and two informational banners. The first banner says 'Get cleared to start your first day of classes visiting Checklist page.' The second banner says 'Do not get stopped during registration, make sure you have your Health Insurance Enrollment completed.' Below the banners, there are buttons for 'Registration for Winter 2018', 'Registration Tools', and 'Course Schedule'. The 'Wait List' section is highlighted in green and contains a table with the following data:

Remove	Course	Credits	Position	People Waiting
	COMM-135-A Comm & Public Speaking	3	1	2

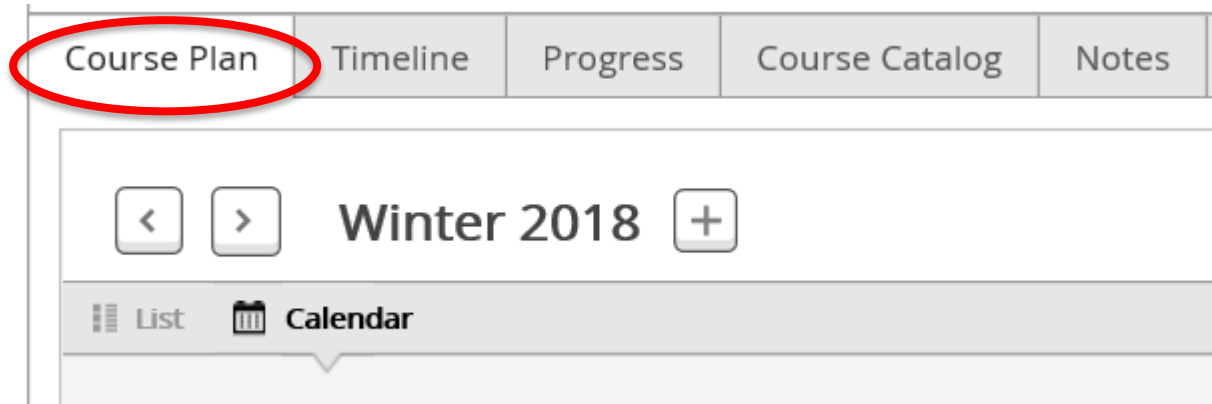
Below the table is the 'Course Cart' section, which includes an 'Add course' input field and a message: 'There are no courses in your cart. Courses may be added above or from the Course Schedule'. A vertical 'FEEDBACK' button is located on the left side of the page.



# Method 2: Using Course Plan in Student Planning

Method 2 - To add a course to your wait list:

- Go to 'Course Plan' in Student Planning



Method 2 - To add a course to your wait list:

- In course details, choose the 'Waitlist' button

RELT-439-A: Prophetic Min  
EGW

✓ Planned

Credits: 2  
Grading: Graded  
Instructor: Lake, J  
1/8/2018 to 5/3/2018  
Waitlisted: 0

> Meeting Information

⚠ This section has a waitlist

**Waitlist**

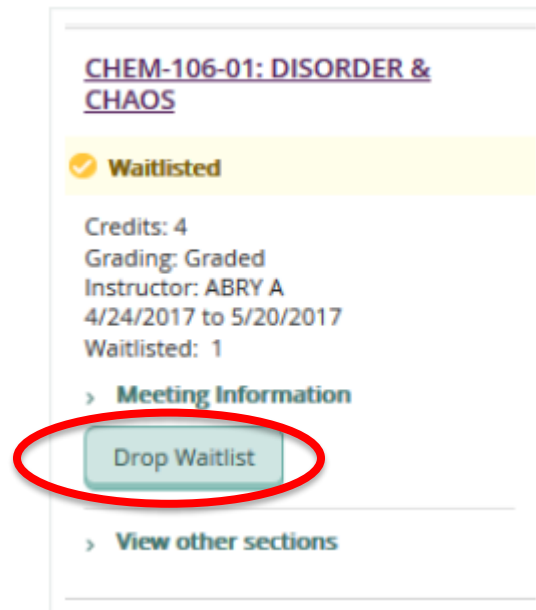
> View other sections

< < 1 of 1 > >



Method 2 - To drop a waitlisted course,

- Go to course details and choose 'Drop Waitlist'



CHEM-106-01: DISORDER & CHAOS

✔ **Waitlisted**

Credits: 4  
Grading: Graded  
Instructor: ABRY A  
4/24/2017 to 5/20/2017  
Waitlisted: 1

> Meeting Information

**Drop Waitlist**

> View other sections