

## Waitlist Instructions

### How to add yourself to a waitlist:

If the class you are trying to register for is full, and has an open waitlist, you can log into BlazerNET, and select: STUDENT > REGISTRATION > ADD OR DROP CLASSES > REGISTRATION TERM. Add the CRN and click the SUBMIT CHANGES button (as you would for adding any other course).



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B01017778 Blaze T. Dragon  
Fall Term 2016  
Oct 20, 2016 08:52 am

Look Up Classes

Sections Found

ANTH-Anthropology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Comments
<input type="checkbox"/>	55316	ANTH	101	1D	01	3.000	Intro to Cultural Anthropology	MWF	11:15 am-12:05 pm	65	65	0	0	0	0	Thomas Higgs (P)	08/29-12/16	EB 230	
<input type="checkbox"/>	50980	ANTH	101	2B	01	3.000	Intro to Cultural Anthropology	TR	09:30 am-10:45 am	72	62	10	0	0	0	Christopher E Kyle (P)	08/29-12/16	EB 133	
<input checked="" type="checkbox"/>	50981	ANTH	101	QL	01	3.000	Intro to Cultural Anthropology	TBA		70	68	2	5	2	3	Lauren Downs (P)	08/29-12/16	ONLINE	

RegisterAdd to WorkSheetNew Search

[ Week at a Glance | Student Detail Schedule ]

RELEASE: 8.5.4.3

The result produces a Registration Add Error: Example: “Closed - -0 Waitlisted” (meaning that the course is full, and there are no students on the waitlist) or “Open – Reserved for Wait List” (meaning that there is an open seat but it is reserved for a waitlisted student who is at the top of the wait list).

In the Action box, click on the drop-down menu, and select “Waitlisted”, and click the SUBMIT CHANGES button. **NOTE:** If you leave the action box as **None**, you will NOT be added to the waitlist.

Register, Add or Drop Classes

B01017778 Blaze T. Dragon  
Fall Term 2016  
Oct 20, 2016 08:53 am

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Registered** on Sep 21, 2016	None	50001	JS	100	1B	Undergraduate	3.000	Standard Letter	Intro Criminal Justice System

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Oct 20, 2016 08:53 am

#### Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Open - Reserved for Wait List	None None Waitlisted	50981	ANTH	101	QL	Undergraduate	3.000	Standard Letter	Intro to Cultural Anthropology

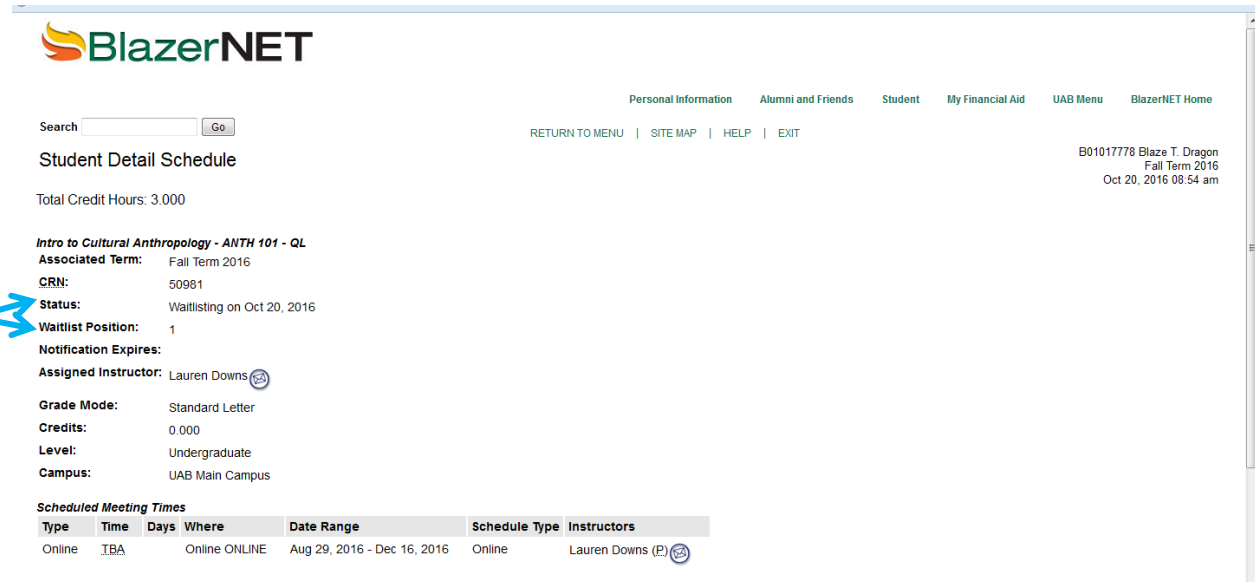
#### Add Classes Worksheet

CRNs

Submit ChangesClass SearchReset

## View Your Placement on the Waitlist:

Your Detail Course Schedule shows that the course is waitlisted, the date you placed yourself on the waitlist, and your priority position on the waitlist.



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**Student Detail Schedule**

Total Credit Hours: 3.000

**Intro to Cultural Anthropology - ANTH 101 - QL**

**Associated Term:** Fall Term 2016

**CRN:** 50981

**Status:** Waitlisting on Oct 20, 2016

**Waitlist Position:** 1

**Notification Expires:**

**Assigned Instructor:** Lauren Downs

**Grade Mode:** Standard Letter

**Credits:** 0.000

**Level:** Undergraduate

**Campus:** UAB Main Campus

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Online	TBA		Online ONLINE	Aug 29, 2016 - Dec 16, 2016	Online	Lauren Downs (P)

Note: There is no “Notification Expires” information, because a notification is only sent when a seat becomes available in the class. Once a notification is sent, there will be expiration data.

## NOTIFICATIONS:

When a seat becomes available in a waitlisted class, a notification is automatically sent via email to your UAB email account. This email lets you know that a seat has become available in the waitlisted class, and that you need to register for the class before the stated deadline (Date/Time), or the seat will be offered to another student (sample notification content is below).

Dear Blaze,

You placed yourself on a WAITLIST for CRN 50981 ANTH 101 – Intro to Cultural Anthropology.

An open seat is now available and you must take action within 12 hours of receiving this e-mail.

-Login into BlazerNet at [www.uab.edu/blazernet](http://www.uab.edu/blazernet)

-You must log into BlazerNET to register for the course before the deadline or you will be removed from the waitlist and the open seat will be offered to another student.

-You will NOT receive notification of this action.

Office of the Registrar

When you receive a notification that a waitlisted seat has become available, you must:

1. Log into SSB, within the 12 hour timeframe
2. Find the waitlisted class, on your schedule (in the Add or Drop Classes worksheet)
3. Select "\*\*\*Web Registered\*\*", from the drop-down menu (see below example)
4. Click on the SUBMIT CHANGES button, to register for the open seat



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## Register, Add or Drop Classes

B01017778 Blaze T. Dragon  
Fall Term 2016  
Oct 20, 2016 09:00 am

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Registered** on Sep 21, 2016	None	50001	JS	100	1B	Undergraduate	3.000	Standard Letter	Intro Criminal Justice System
Waitlisting on Oct 20, 2016	None	50981	ANTH	101	QL	Undergraduate	0.000	Standard Letter	Intro to Cultural Anthropology
Total Credit Hours: 3.000	None								
Billing Hours: 3.000	None								
Minimum Hours: 0.000	None								
Maximum Hours: 18.000	None								
Date: Oct 20, 2016 09:00 am	None								

\*\*Web Registered\*\*  
 \*\*Web Withdrawal\*\*

### Add Classes Worksheet

CRNs
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

### Tips:

- You can be waitlisted for multiple courses, but not multiple sections of the same course.
- While on the waitlist, you should check your UAB email often.
- Email notifications are sent when a seat becomes available – primarily due to another student dropping the class, or by an increase to the class size capacity.
- When you are notified of an opening, you are also informed that there is a 12 hour time limit to register for the class, before it is offered to another student.
  - Note: During this 12 hour timeframe, no other students will be able to register for the available seat.
- If you are on a waitlist and are notified via email of an available seat, but do not register within the 12 hour timeframe, you will be removed from the waitlist, and the available seat will be offered to another student.
- To get back on the waitlist, you must re-register for the course's waitlist.
- Waitlists will be turned off on the 2nd day of the first week of classes (drop/add week)
  - When waitlists are turned off, students will no longer be able to put themselves on a waitlist.
    - However, students who are already on waitlists, will continue to have an opportunity to register for the class, if a seat becomes available before the end of the registration for the term.