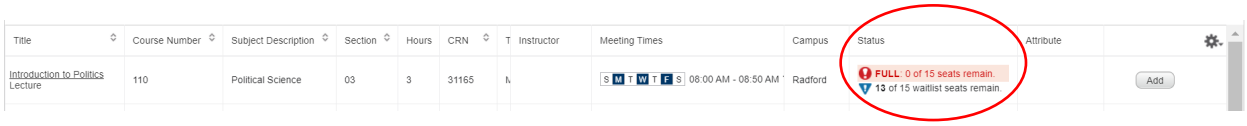
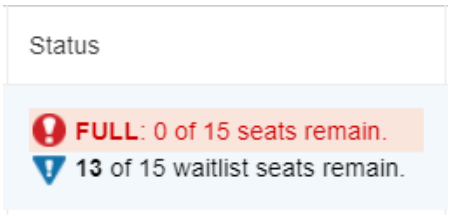
How to Waitlist a Course

You can waitlist courses that are full and have waitlist seats available. The number of available waitlist seats is located in the status column of the course schedule.

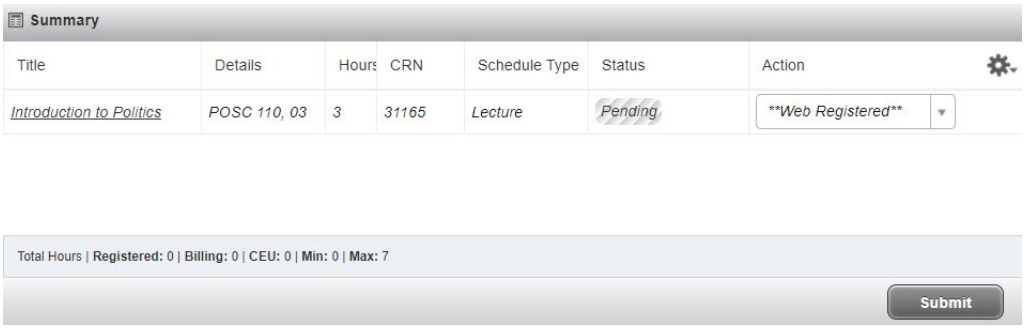




This course is full, but has 13 available waitlist seats.

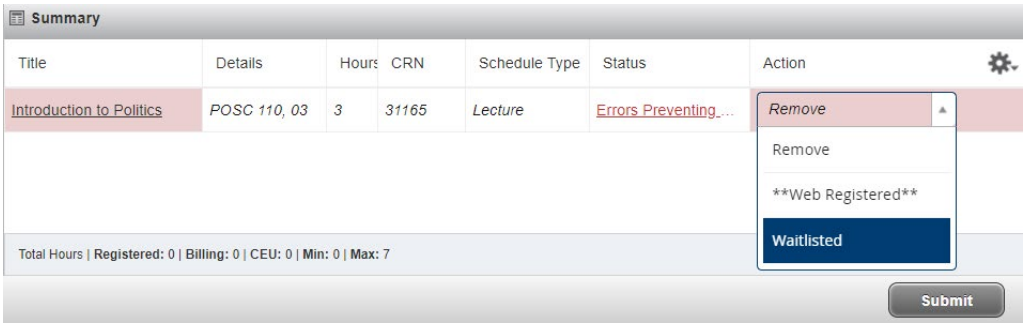
To waitlist this course, click “Add” in the farthest column on the right of the course entry.

The course will then display in the summary window with “Pending” in the Status column and “Web Registered” in the Action column.

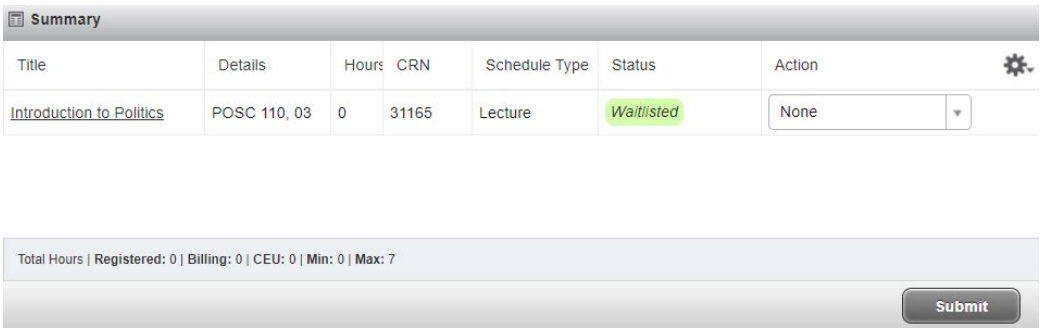


If the Action is not changed from “Web Registered” to “Waitlisted” before clicking Submit, an error message will appear in the upper right corner of your screen indicating that the course is closed and the number of students currently on the waitlist for it.

To waitlist the course, select “Waitlisted” from the Action menu and submit changes.

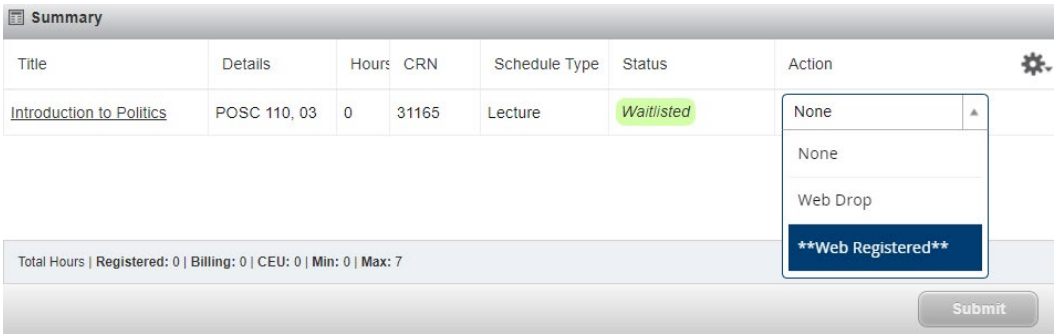
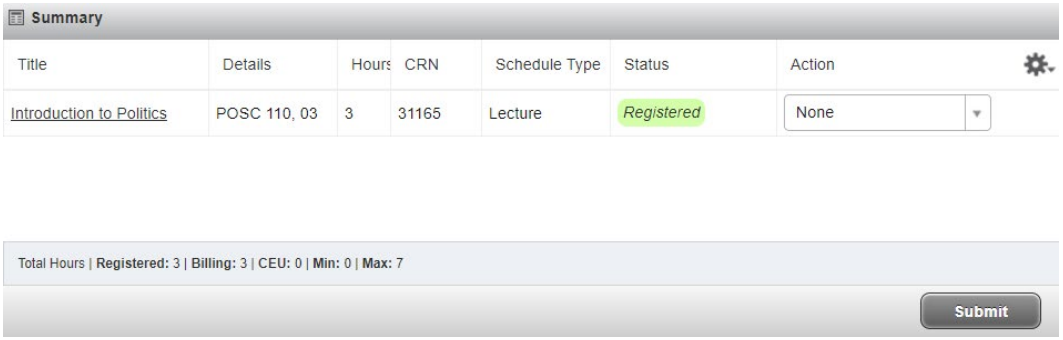


“Waitlisted” will appear highlighted in green in the Status column, indicating that you are now on the waitlist for that particular course.



If an opening becomes available in the course, and you are the next in line on the waitlist, an email will be sent to your RU email account letting you know you can register for the course. The email subject will be “Waitlist Notification for [CRN of Course].” You will have 24 hours from the time of the email notification to register for the course.

To register for the course, simply go to your registration page and select “Web Registered” from the Action menu and submit your changes.



“Registered” will appear in the Status column, indicating that you are now registered for the course.