HOW TO ENROLL AFTER RECEIVING A WAITLIST NOTIFICATION IN R'WEB

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REVISION HISTORY

Version	Date	Name	Description

INTRODUCTION AND PURPOSE

The waitlist is a feature department utilize to automatically mange student enrollment when a course is at capacity.

The waitlist will either be on the lecture or on the smallest section of the linked activities only. For example, in a lecture/discussion pair the waitlist will only be on the discussion since it is the smallest section. The student does **not** select all of the linked sections when enrolling into a waitlist. When a seat becomes available in the smallest waitlisted section there will be a seat available in the corresponding lecture and the student can enroll in both sections simultaneously.

Students will also have the option to waitlist a section if there is a time conflict with a registered section. The student will have to resolve the time conflict error when they determine which section(s) to enroll in.

Waitlisted units do not count toward the max number of units allowed. The maximum units will be upheld when the student enrolls in sections.

Students will not be able to waitlist another section of a course they are already enrolled in. For example, they will not be able to waitlist another discussion if they are already enrolled in a discussion for that course.

The following restrictions are enforced when a student adds to a waitlist:

- Prerequisites. During prerequisite failure reviews at the end of a term a department will drop any waitlisted students.
- Permission by Department, Enrollment Manager, or Instructor.
- Restrictions (i.e. by class, level, and major).

Once enrolled in a waitlist, the student will be notified via R'Mail if and when a seat becomes available. The e-mail will specify a seat is available with a 24 hour time stamp deadline to either accept or decline the seat. The available seat is reserved for the student for 24 hours (including weekends and holidays). If a student opts to enroll for the section(s) they will be required to enroll in any linked activities and will have to determine which time conflicted section(s) to enroll in before the 24 hour deadline. If the waitlisted student attempts to register for the section before their time stamp expires, and a registration error occurs (such as a time conflict, prerequisite, co requisite, and so on), the student's priority on the waitlist is maintained until the 24 hour time stamp deadline. If the waitlisted student accidentally drops them self from the waitlist after receiving notification of an available seat the student is still able to add into the section because the student's priority on the waitlist is maintained until the 24 hour time stamp expires.
R'Web allows a student to view their position on the waitlist and the time stamp deadline to accept a seat in the section once space becomes available. Students, please review *How to View Your Waitlist Position Expiration Time in R'Web* for instructions on how to view your waitlist position and the 24 hour time stamp deadline.

Waitlists will close when R'Web closes for the add/drop deadline for the term. Please visit our Academic Calendar online for deadlines.

Undergraduate students may continue to request changes to their class schedule after R'Web closes by completing an online Enrollment Adjustment Form (EAF) available at MyForms.ucr.edu. Graduate students seeking to make changes to their enrollment after R'Web closes may obtain a paper EAF from their department's Graduate Program Coordinator.

The EAF is utilized to add or drop a section(s), and/or change the grading basis, or unit value of a section(s). Please visit the Academic Calendar to determine when the EAF has a processing fee.

This document will demonstrate:

1. How to add into a section after being on the waitlist
2. How to add into linked sections after being on the waitlist
3. How to add into a waitlisted section that has a time conflict with a registered section

PROCEDURES

1. After being on the waitlist you have received an e-mail informing you there is a space available.
2. Go to Rweb.ucr.edu.
3. Enter your UCR NetID and password.
4. Select the **Registration** icon in R'web.

Registration

5. Select **Register for Classes**.

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Banner Self-Service • Student • Registration

Registration

What would you like to do?

Prepare for Registration
View your registration status, registration time, and if you have any holds preventing registration.

Register for Classes
Search and register for your classes. You can also view your schedule and adjust variable unit classes.

Term Plan
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

Browse Schedule of Classes
View sections that are being offered in a term.

View Your Class Schedule
View your past schedules and your ungraded classes.

Browse Course Catalog
Look up basic course information like subject, course description, and prerequisites. Actual sections offered in a term are listed under Browse Schedule of Classes.

6. Select the appropriate **term** and press **Continue**.
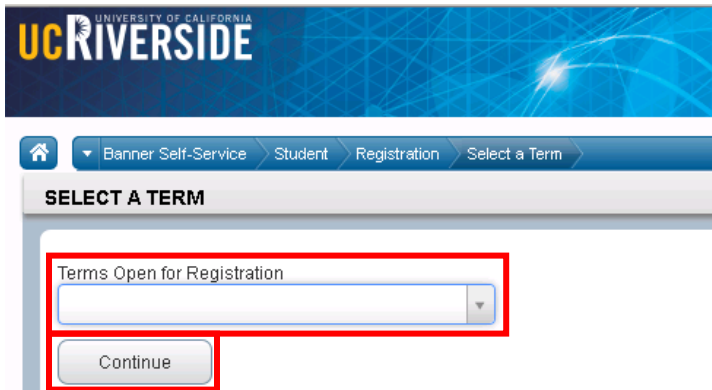
HOW TO ADD INTO A SECTION AFTER BEING ON THE WAITLIST

1. Navigate to your waitlisted course in the **Summary panel**.

2. Change the **Action** to **Add** and press **Submit**.

3. Cheers, you have successfully enrolled in the linked activities if the **Status** reads **Registered**.

HOW TO ADD INTO LINKED SECTIONS AFTER BEING ON THE WAITLIST

1. As mentioned earlier, you have received a waitlist notification and have one of the linked activities in your **Summary** panel with a **Waitlisted Status**.

2. Since the waitlist is on the smallest section of the linked courses the other linked activity will not be in the Summary panel. You will have to add all the linked sections to the Summary panel before you can successfully enroll in the course. Please refer to *How to Register for Classes in R'Web* to learn how to add sections in the **Summary** panel.

3. Add all the required linked activities to the **Summary** panel.

4. Select the drop down button in the **Action** column and change the **Action** to all of the linked activities to **Add** and press **Submit**.

5. Cheers, you have successfully enrolled in the linked activities if the **Status** reads **Registered**.

HOW TO ADD INTO A WAITLISTED SECTION THAT HAS A TIME CONFLICT WITH A REGISTERED SECTION

If you receive a waitlist notification for a section that conflicts with a registered course, and you decide to enroll in the waitlisted course instead, follow these steps.

1. The sections you're **Registered** and **Waitlisted** for are listed in your **Summary** Panel.
   a. Friendly reminder, be sure to add any linked sections, paired with the waitlisted section, in the **Summary** panel. Please review *How to Add into Linked Sections after being on the Waitlist* above to learn more.
   b. In the example below, the student is registered in the linked activities MATH 004 lecture and discussion and waitlisted for ENGL 001A. The time conflict is visible with the color blocks in the **Schedule** panel.

2. It's good practice to check the **Conditional Add and Drop box** to ensure you are not dropped from one section without getting enrolled in the other section.

3. Change the **Action** of the waitlisted section and any linked sections to **Add**.
   a. In this example, the action of ENGL 001A was changed to Add.

4. Change the **Action** of the **Registered** section and any linked sections to **Drop** and press **Submit.**
   a. In this example, the action for MATH 004 and its linked activity is changed to **Drop**.

CRN	Details	Title	Units	Schedule T	Status	Action	
14044	ENGL 001A,...	BEGINNING COMP...	0	Lecture	Waitlisted	Add	▼
11519	BUS 010, 001	INTRODUCTION TO...	4	Lecture	Registered	None	▼
11521	BUS 010, 021	INTRODUCTION TO...	0	Discus...	Registered	None	▼
16131	MATH 004,...	INTRODUCTION TO...	5	Lecture	Registered	Drop	▼
16134	MATH 004,...	INTRODUCTION TO...	0	Additio...	Registered	Drop	▼
13270	ECON 002,...	INTRODUCTION TO...	5	Lecture	Registered	None	▼
13281	ECON 002,...	INTRODUCTION TO...	0	Discus...	Registered	None	▼

Total Units | Registered: 14 | Billing: 14 | CEU: 0 | Min: 0 | Max: 15

☑ Conditional Add and Drop ⓘ   **Submit**

5. Cheers, the change is successful if the status of your previous **Waitlisted** section(s) now reads **Registered** and your previous **Registered** section now reads **Dropped**.

Banner Self-Service » Student » Registration » Select a Term » Register for Classes
Register for Classes   ✅ Save Successful

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ
Term: Fall 2015
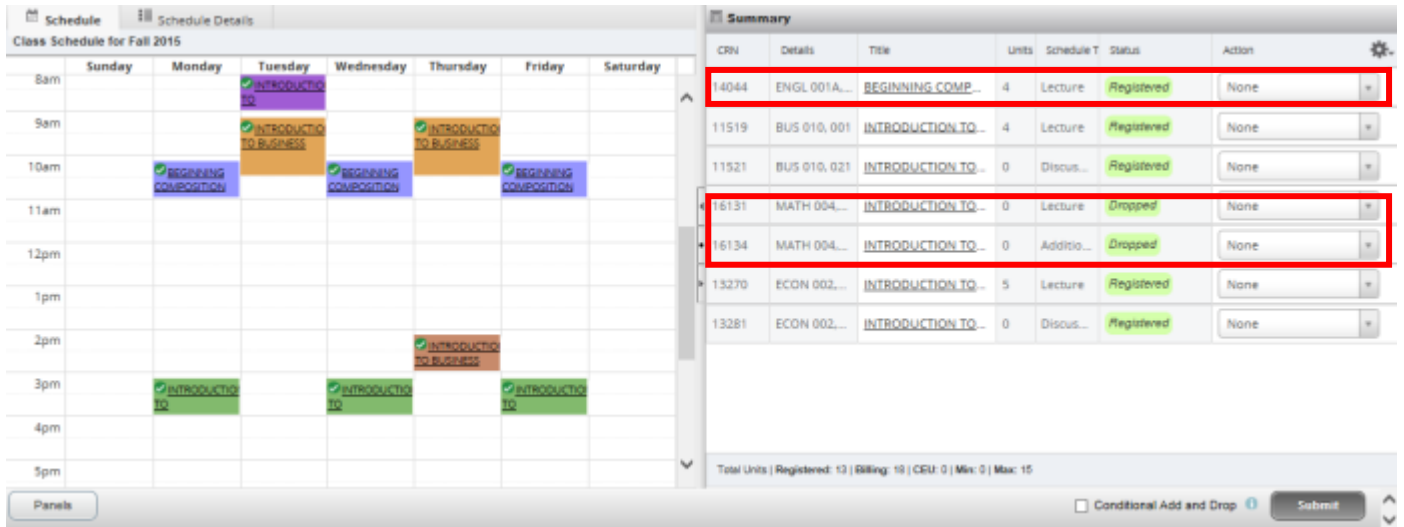
Subject and Course Number
Subject
Course Number
Open Sections Only ☐
Title
General Education Requirements
Instructor