

Waitlists

What is a Waitlist?

A Waitlist is a record of student registration attempts in a particular course which has already reached its maximum enrollment. The order of attempts determines the priority for enrollment in a closed class if/as seats become available. If a student chooses a course and section for which enrollment has already been reached, there is most likely the Waitlist function available. Most law school courses will have this capability.

How to Waitlist a Course

If you are registering for a course that is full, you will see: **Registration Add Errors**

Billing Hours: 4.000
Minimum Hours: 12.000
Maximum Hours: 16.000
Date: Jul 01, 2015 10:12am

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
This section is closed. The waitlist is open. There are 1 already on the waitlist. To be added to the Waitlist select a status of "Wait List" and click "Submit"									
	None Wait Listed	35004	LAWN	4056	D1	Juris Doctor	2.000	Standard Grade	Adv Fed Tax Research

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

1 Under **Action**, select **Wait Listed** for any classes you want to waitlist.

2 Click **Submit Changes** to add yourself to a course's waitlist.

3 If you have successfully been added to a course waitlist, you will see it under your **Current Schedule**

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Jun 1, 2015	None	35028	LAWG	4004	D1	Juris Doctor	2.000	Standard Grade	Chinese Law
Web Registered on Jun 1, 2015	None	35058	LAWP	4016	E1	Juris Doctor	2.000	Standard Grade	Electronic Discovery
Wait Listed on July 1, 2015	None	35004	LAWN	4056	D2	Juris Doctor	0.000	Standard Grade	Adv Fed Tax Research

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 12.000
Maximum Hours: 16.000
Date: Jul 01, 2015 10:10am

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Next Steps: When a seat becomes available for a Waitlist course, the first student on the waitlist will receive an email at their **LLS email account**. It will inform the student of the 24-hour deadline to either add the course or be dropped from the Waitlist.



To add the course, select **Web Registered**, then **Submit Changes**.



To drop the course instead, select **Web Drop**, then **Submit Changes**.
The next student on the Waitlist will be notified.



If no action is taken, the student will be dropped from the Waitlist after the deadline passes, and the next student on the Waitlist will be notified.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Jun 1, 2015	None	35028	LAWG	4004	D1	Juris Doctor	2.000	Standard Grade		Chinese Law
Web Registered on Jun 1, 2015	None	35058	LAWP	4016	E1	Juris Doctor	2.000	Standard Grade		Electronic Discovery
Wait Listed on July 1, 2015	None	35004	LAWN	4056	D2	Juris Doctor	0.000	Standard Grade		Adv Fed Tax Research
	Web Drop									
	Web Registered									

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 12.000
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Add Classes Worksheet

CRNs

Submit Changes

Class Search

Reset

Troubleshooting & Notes

- ▼ Only LLS email accounts will receive Waitlist notifications. Make sure you have access!
- ▼ To waitlist is not a guarantee that the student will be registered in a closed course.
- ▼ Some courses may not have the Waitlist functionality.
- ▼ Questions regarding the Waitlist should be directed to registrar@lls.edu.