REGISTRATION WAIT LISTING
REGISTERING FOR A COURSE
WITH WAILT LISTING
How to register:

- Login to ulink.louisiana.edu
- Click the Registration tab
- Add Classes to Worksheet with CRN

  - **NOTE:** In order to add a wait list course, a student **must** utilize the worksheet. Since the course is at capacity, registration cannot occur by clicking the box. A “C” to indicate closed will be in place of the box to click. If the CRN is known, click Add/Drop Classes, type in the CRN in the box and click submit changes.

  - If the CRN is not known, use the Look Up Classes feature. Search for the course with wait listing and write down or copy the CRN. Click Add to Worksheet, type in the CRN and click submit changes.
How to register:
Add/Drop Class or Look-Up Classes to Add

👩‍🏫 Login to ulink.louisiana.edu
👩‍🏫 Click the Registration tab (Left Hand Side of Page)

*First-time freshmen, transfer, and new online and grad students must register for orientation before they can register for classes.
How to register:
Look-Up Classes to Add

- Login to ulink.louisiana.edu
- Click the Registration tab (Left Hand Side of Page)
- Click Look-Up Classes
- You will enter Self Service Banner. Choose the proper term.

Select Term or Date Range

Search by Term:

None

OR

Search by Date Range (MM/DD/YYYY):

From: ____________________  To: ____________________

Submit  Reset
How to register:
Look-Up Classes to Add

- Select the proper course.

View output. Write down/Copy the CRN of the course that is wait listed.
*Must inform students on which course(s) have a wait list. The course will still have the “C” notation for closed.

Click Add to Worksheet
How to register:
Adding to the Worksheet

The CRN must be added to the worksheet. Once added to the worksheet, click Submit Changes.
**How to register:**

**Taking Action**

- **Not yet on the wait list!**
  - A “Closed- 0 Waitlisted Error” will appear.

- **Take action!**
  - Click on the Action drop-down menu and select Wait List.
  - If the Action field is left at none, the student will not be added to the Wait list.
Wait List

How to register:
Successful Wait list Registration

_wait list performs registration checking.
  – If there are any other requirements or restrictions on the course, this error will be presented and the student will **not** be added to the waitlist.
  – Overrides can be given (from the department) to allow a student on the waitlist. Must be done proactively in order to not hinder the registration/wait list process.

Successful Waitlist
  – Viewing the Current Schedule a student can see that they have successfully waitlisted the course.

[Current Schedule table]

*Status*: Wait Listed on Jun 15, 2017
*Action*: None
*CRN*: 24929
*Subj*: PROF
*Crse*: 203
*Sec*: 001
*Level*: Undergraduate
*Cred*: 0.000
Grade Mode: Credit/No Credit
*Title*: Survival Craft & Rescue Prof
How to register:

- **Successful Waitlist**
  - Web register shows classes that the student is registered for.
  - Wait List shows class(es) that the student has wait listed for.
  - Total Credit Hours and Billing Hours do **not** include the wait list class.

![Current Schedule](image)

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
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<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wait Listed on Jun 15, 2017</td>
<td>None</td>
<td>24929</td>
<td>PROF</td>
<td>203</td>
<td>001</td>
<td>Undergraduate</td>
<td>0.000</td>
<td>Credit/No Credit</td>
<td>Survival Craft &amp; Rescue Prof</td>
</tr>
</tbody>
</table>

Total Credit Hours: 0.000  
Billing Hours: 0.000  
Minimum Hours: 0.000  
Maximum Hours: 20.000  
Date: Jun 15, 2017 08:35 am
VIEWING WAITLIST ON A SCHEDULE
Wait List Course Confirmation

❖ Student Detail Schedule

- A student can view their wait listed course by viewing their “Student Detail Schedule” located under the Registration area in Self Serve.
Wait List Course Confirmation

Student Detail Schedule

- Status—shows that course is waitlisted.

**Survival Craft & Rescue Prof - PROF 203 - 001**

- Associated Term: Fall 2017
- CRN: 24929
- Status: Wait Listed on Jun 15, 2017
- Assigned Instructor:
  - Grade Mode: Credit/No Credit
  - Credits: 0.000
  - Level: Undergraduate
  - Campus: Main Campus
ENROLLING INTO THE WAIT LIST COURSE
Enrolling into the Course

Once the email is received, the student must go into the registration system to add the course within the allotted 24 hour period.

- Login into ULink → Registration Tab → Add/Drop Classes

Under the Action field click "**Web Registered**" to enroll into the wait listed course. Click Submit Changes.

The status field will update to **Web Registered** to indicate enrollment into the course.

Note: The Credit and Billing hours will also reflect the enrollment into the course.