

## WAITLISTS

### Summary

This guide will show you how to manage waitlist functionality in Workday, including adding to waitlist, removing from waitlist, and register from waitlist. Waitlists may be set up when a course section is full. If you try to register in a course that is full **and** has a waitlist, you will be added to the waitlist until a seat becomes available for you to register.

Adding yourself to a waitlist does not guarantee that you will be able to register in the course. You will only be able to register in the course if you receive an invitation to register once a seat opens.

You can add yourself to as many waitlists as you want.

### Check Course Section Status and Waitlist Details

1. Navigate to the course sections report using the **Find Course Sections and Register** function. If you need help locating this report, refer to the **Register from Course Section Report** help guide.
2. Once you have found the course section you want, check the section status in the line below the section title. If the section status is **Waitlist**, then a waitlist has been opened for that course section.
3. To view details about the waitlist, click on the course section link. You will be taken to the **View Course Section** page.

On the **View Course Section** page, review the waitlist capacity in the **Waitlisted/Waitlist Capacity** section. This refers to the number of students currently on the waitlist and the waitlist capacity. For example, a **Waitlisted/Waitlist Capacity** of 2/15 means there are currently 2 students on the waitlist, and the waitlist can hold a maximum of 15 students.

**View Course Section** ACC 223-01-FA-ACC - Principles of Accounting I ⋮

Course	ACC 223 - Principles of Accounting I	Instructional Formats	Lecture
Academic Period	2024 Fall Semester	Delivery Mode	In-Person
<b>Status</b>	<b>Waitlist</b>	Enrolled/Capacity	34/32
Start/End Date	08/21/2024 - 12/07/2024	Waitlisted/Waitlist Capacity	0/1
Grading Basis	Audit Credit/Non Credit Graded Satisfactory/Unsatisfactory	Meeting Patterns	(empty)
Credits	0 - 4 Semester Credits	<a href="#">View materials in bookstore</a>	

Add to Saved Schedule
Start Registration

## Add Yourself to the Waitlist for a Course Section

1. If the course section you want has a section status of **Waitlist**, you can add yourself to the waitlist by clicking the **Start Registration** button.

### View Course Section ACC 223-01-FA-ACC - Principles of Accounting I ⋮

Course	<a href="#">ACC 223 - Principles of Accounting I</a>	Instructional Formats	Lecture
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Credits	0 - 4 Semester Credits		<a href="#">View materials in bookstore</a>

[Add to Saved Schedule](#) [Start Registration](#)

2. Choose the corresponding section that you wish to register for and click the **Register** button.

### Register for Course Section

Academic Period 2024 Fall Semester

+ Add Course View

ACC 223 - Principles of Accounting I  
0 - 4 Semester Credits

**Course Listing** ACC 223 - Principles of Accounting I

**Description** An introduction to financial accounting concepts and principles as they apply to various forms of for profit business. The role of accounting information in decision-making, financial statement interpretation and use, communicating accounting knowledge, an

**Eligible**

#### Lecture

4 items

Select	Section	Eligible	Section Status
<input checked="" type="checkbox"/>	ACC 223-01-FA-ACC - Principles of Accounting I	<input checked="" type="checkbox"/>	Waitlist
<input type="checkbox"/>	ACC 223-02-FA-ACC - Principles of Accounting I	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	ACC 223-03-FA-ACC - Principles of Accounting I	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	ACC 223-69-FA-ACC - Principles of Accounting I	<input checked="" type="checkbox"/>	Open

**Register** Cancel

You may receive an alert notifying you that you are being placed on the waitlist. Alerts are warnings only and will not prevent you from completing a task or process.



#### Alert

1. Page Alert  
You'll be waitlisted for ACC 223-01-FA-ACC - Principles of Accounting I, since there's no available capacity.


### Waitlisted Registrations

Waitlisted Courses 1 item

Course	Section	Section Capacity
ACC 223 - Principles of Accounting I	ACC 223-01-FA-ACC - Principles of Accounting I	32

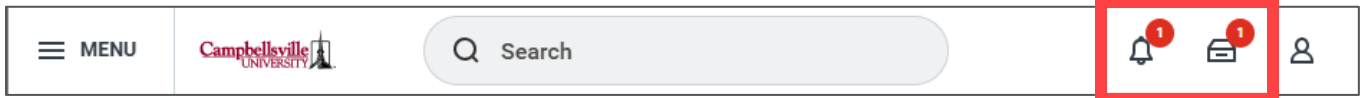
You can quickly review your waitlisted courses at any time using the **View My Courses** task on the **Planning & Registration** menu.

## Academics

-  Planning & Registration
  - View My Courses
  - Find Courses
  - Find Course Sections
  - More (2)

## Registering for a Course from the Waitlist

If you are on a waitlist and a seat becomes available for you in the course section, you will receive an invitation to register for the course section. You should monitor your email frequently if you are on a waitlist. You will receive an email if you are offered a seat in the course. You will then have **24 hours** to accept the seat before it goes to the next student on the waitlist. You should also receive an inbox notification in Workday containing the same message about your offer to register. You can read your notifications by clicking the bell icon in the menu bar.



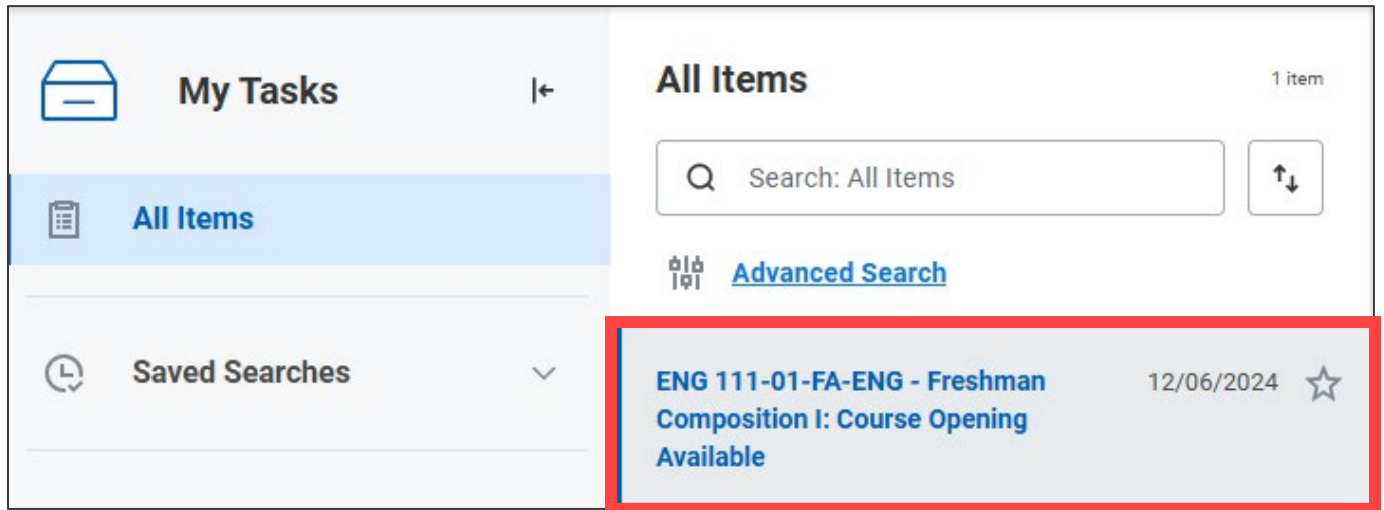
### Notification Example

A screenshot of a notification in the Workday system. The notification is titled 'ENG 111-01-FA-ENG - Freshman Composition I: Course Opening Available'. It includes a list of actions: 'Submit - Register for course section.' and 'Drop - You will be taken to the course section waitlist to remove yourself from the waitlist.' The notification is dated '1 minute(s) ago'. The interface shows a list view of notifications with filters for 'Viewing: All' and 'Sort By: Newest'. The notification content is displayed in a larger view on the right side of the screen.

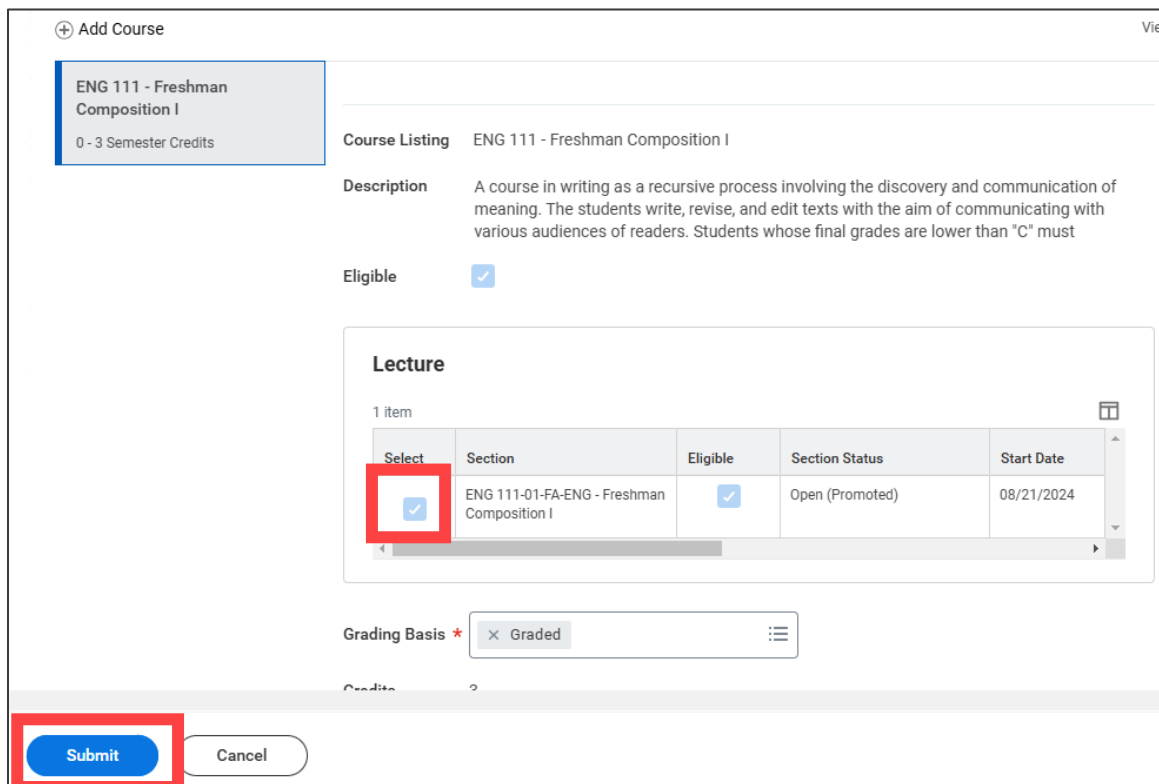
**My Tasks Inbox Example**

1. To accept the available seat, click the **My Tasks** file tray icon and you will see a message to confirm your waitlist advancement.

**NOTE:** There are multiple options available to you from this task. You can choose to accept (**Submit** button) or deny the available seat or remove yourself from the waitlist.



2. Scroll through and select all required course sections from the **Select Course Sections** table by checking the boxes.
3. Click **Submit**.



4. Navigate to the **Academics app** and **View My Courses** to confirm the successful registration from the waitlist.

## Removing Yourself from a Waitlist

1. From the **Confirm Waitlist Advancement** task page, click the **Remove from Waitlist** button.
2. Review the course section information and check the **Confirm** box.
3. Click **OK**.

**Waitlist Offer Expires** 12/07/2024, 9:14 AM EST

1 item

Course Section	Instructional Format
ENG 111-01-FA-ENG - Freshman Composition I	Lecture

**Remove From Waitlist**

You will be taken to the **Drop Student Course Registration** page to confirm that you want to remove yourself from this waitlist.

4. Check the **Confirm** checkbox acknowledging that you are removing yourself from the waitlist.
5. Click **OK**.

### Drop Student Course Registration

Please review the information below and confirm to drop.

**Student** Taylor Tiger (1234567)

**Drop Date** 12/06/2024 09:29:14 AM

**Registration to Drop** 1 item

Course	Grading Basis	Credits	Section	Instructional Format
ENG 111 - Freshman Composition I	Graded	3	ENG 111-01-FA-ENG - Freshman Composition I	Lecture

**Confirm** \*

**OK** **Cancel**