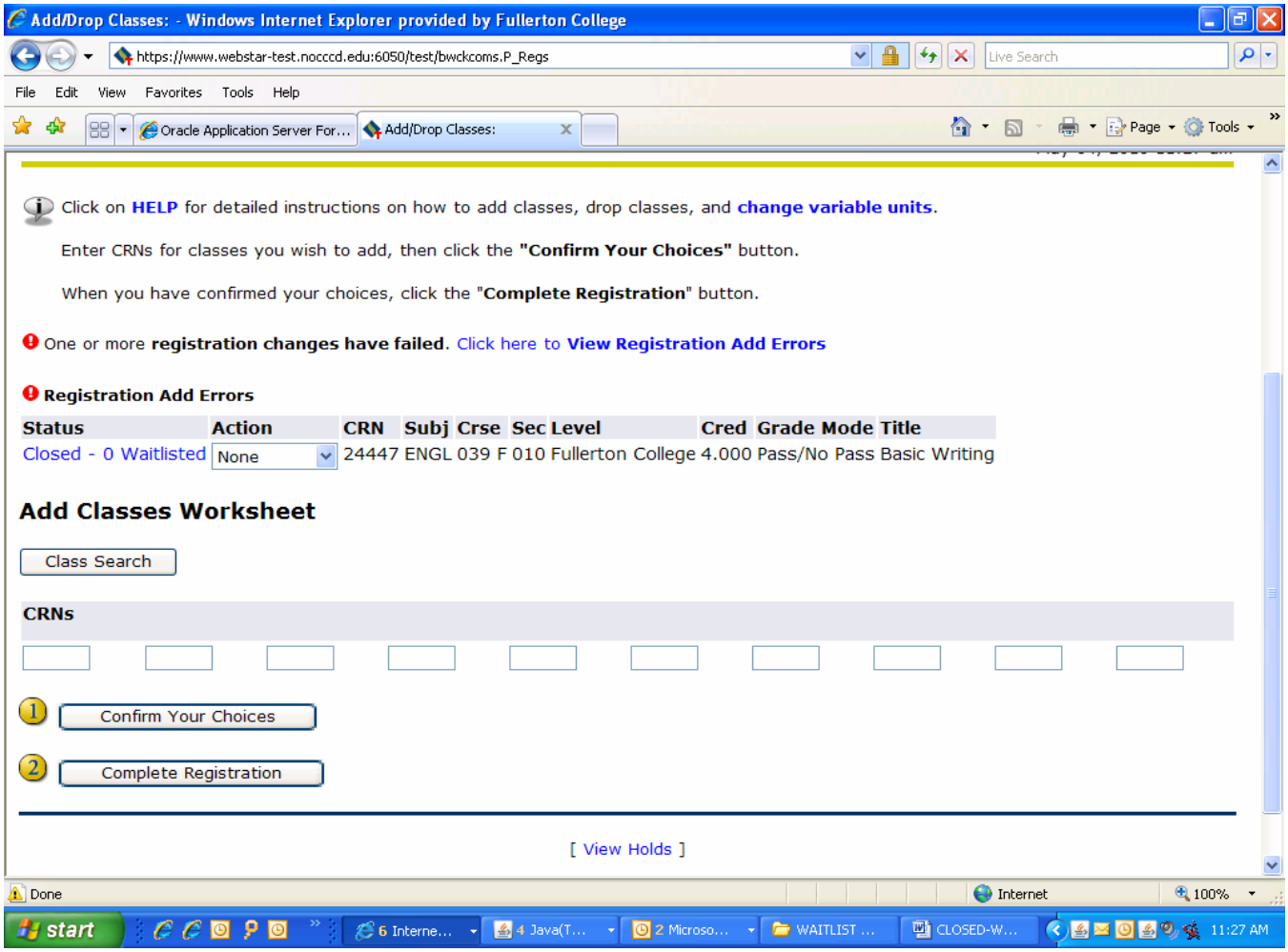
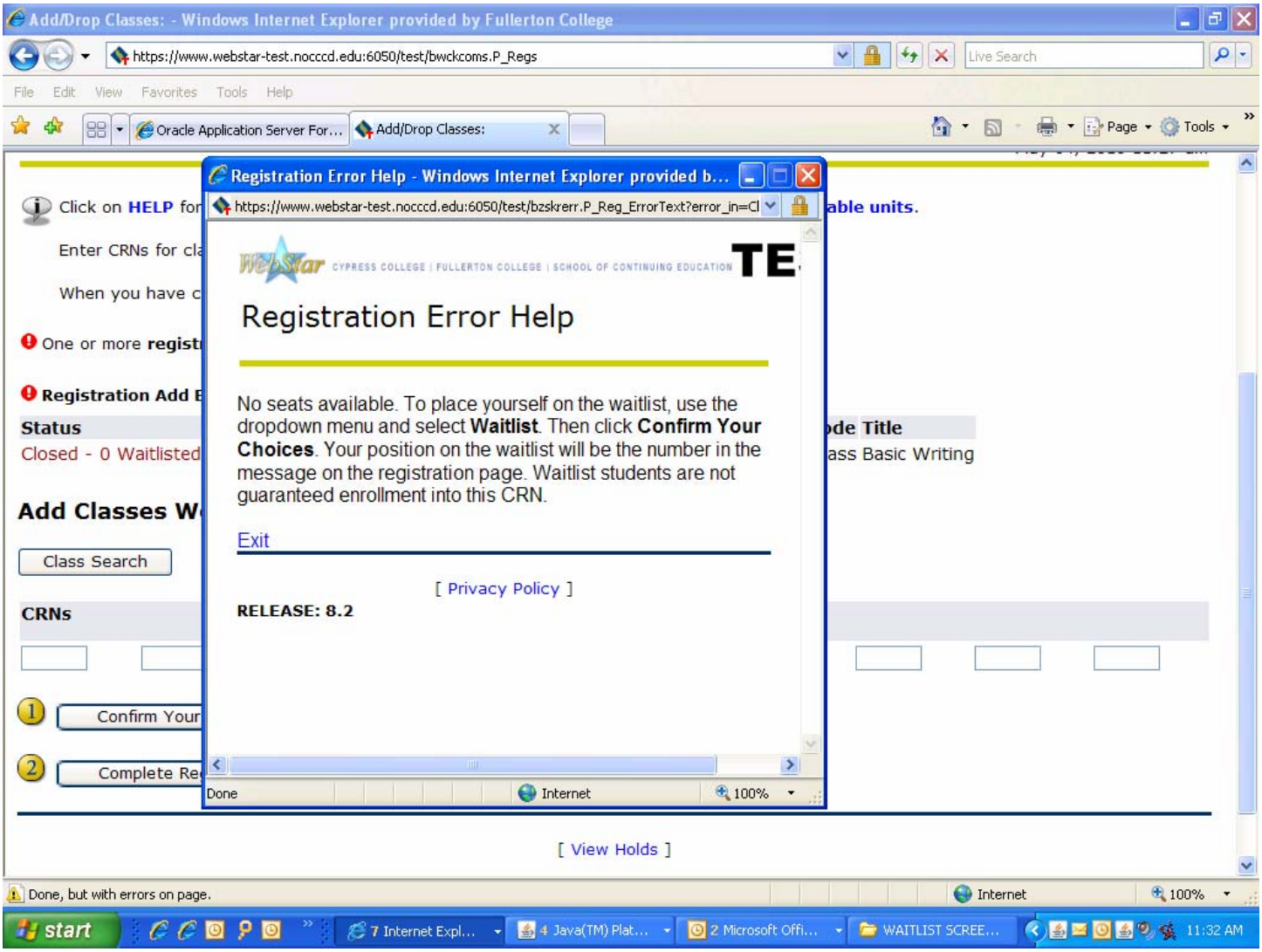
How to Get on a Waitlist in myGateway

- After the CRN is entered and submitted, students will receive the error message below if the class is closed and there are seats available on the waitlist.
    - Note: Not all courses have a waitlist.



How to Get on a Waitlist in myGateway

- If the student clicks on the error message, an information text box will come up with instructions. See below.

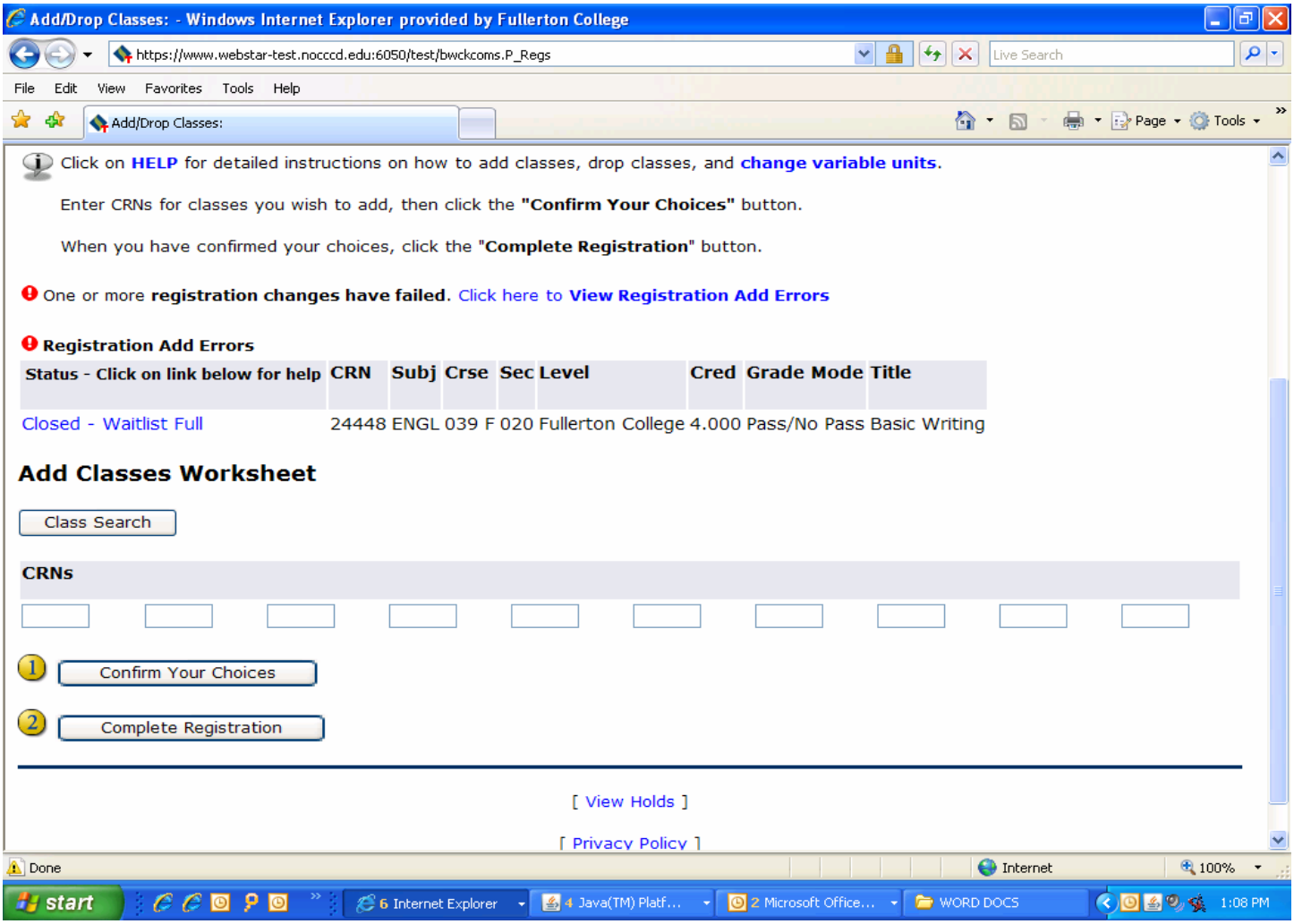


How to Get on a Waitlist in myGateway

- For a student to place themselves on the waitlist they must now do the following:
  - Click the drop down box next to the error message
  - Choose “Wait Listed” from the list
  - Click “Confirm Your Choices”
- The position on the waitlist will be the number in the message.

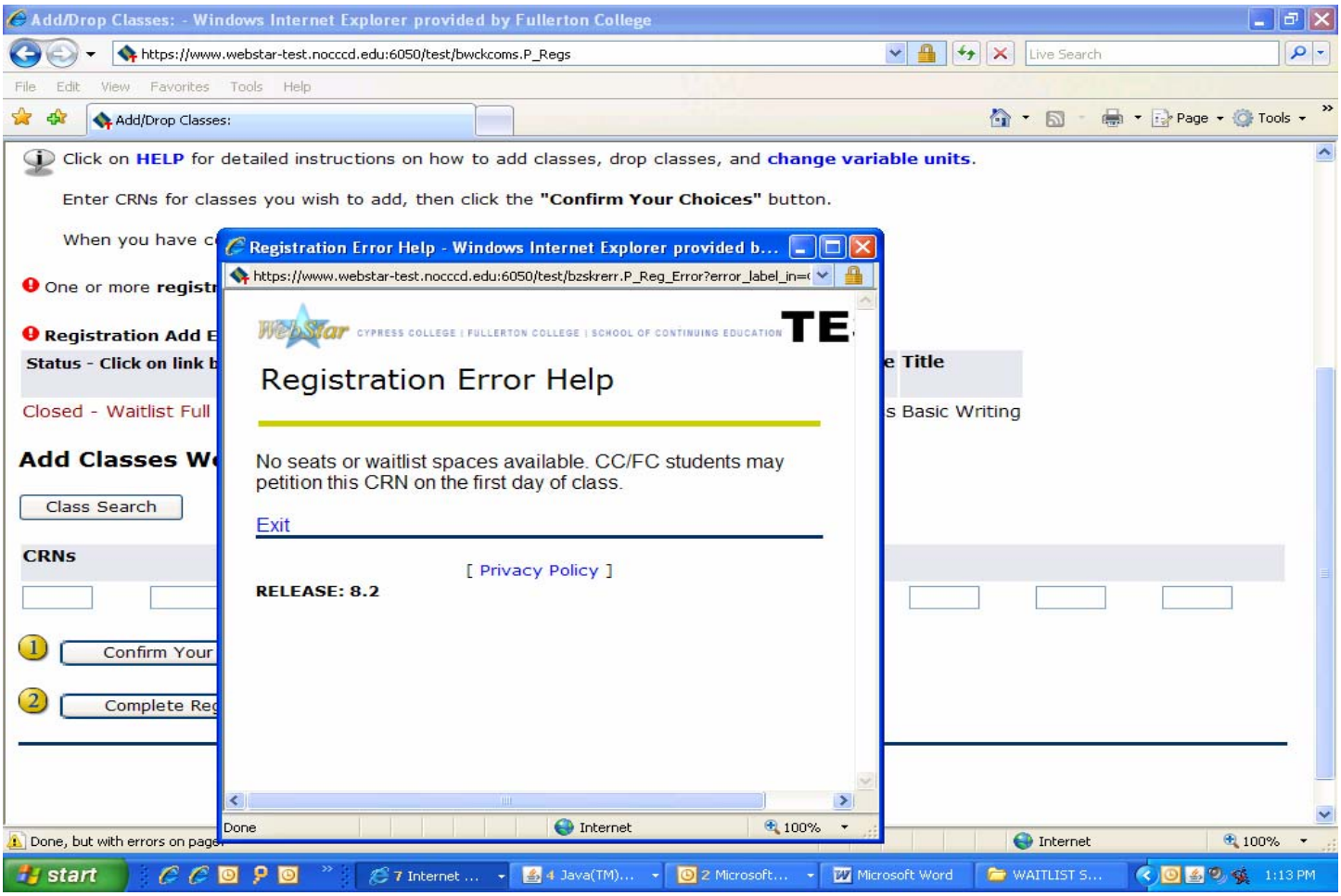
How to Get on a Waitlist in myGateway

- If the student attempts to register for a course but the class and waitlist are already full, the student will receive the error message below:



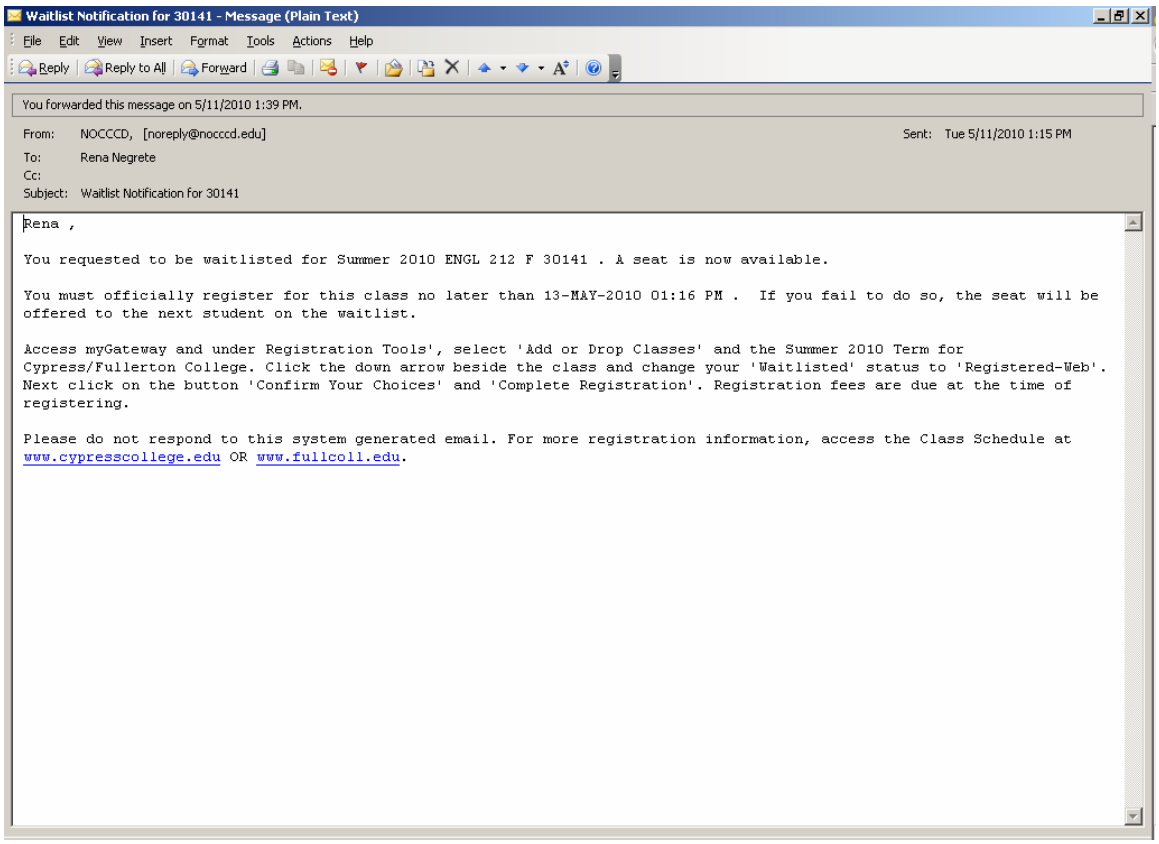
How to Get on a Waitlist in myGateway

- If the student clicks on the error message, an information text box will come up with instructions. See below.



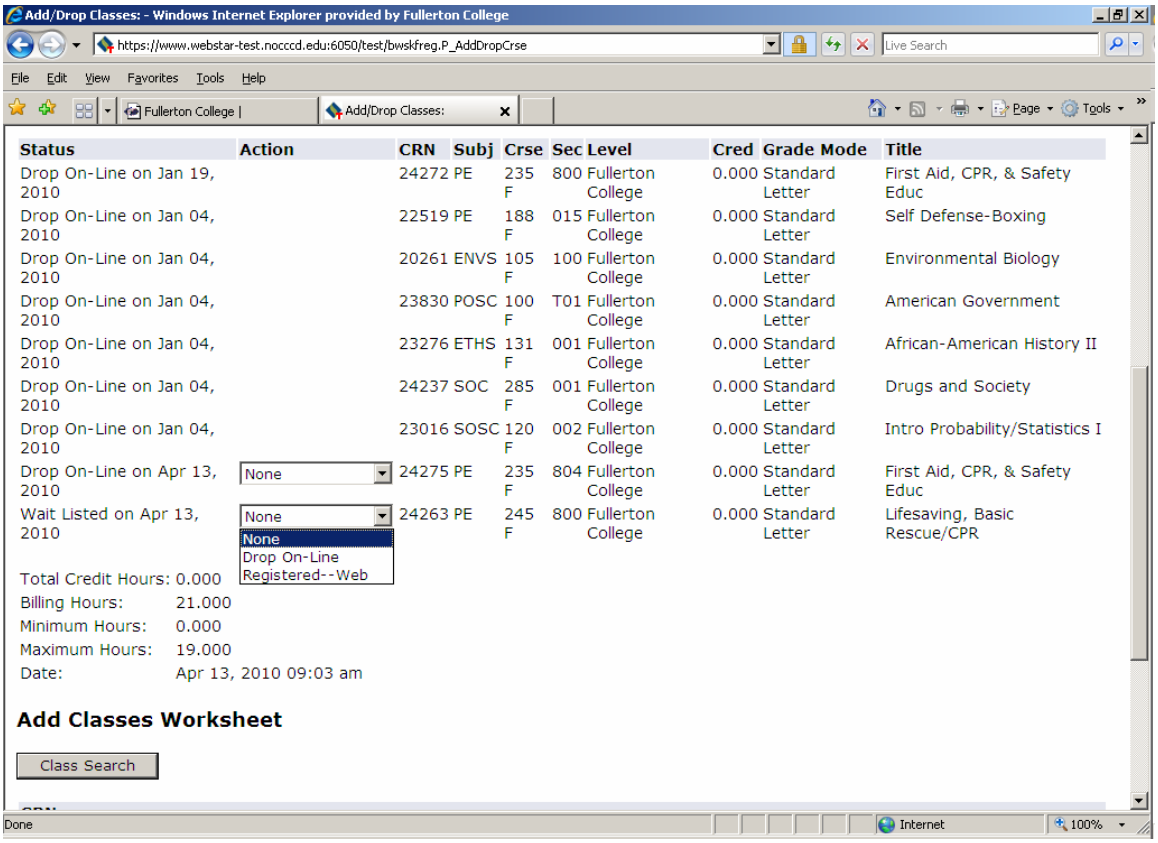
How to Get on a Waitlist in myGateway

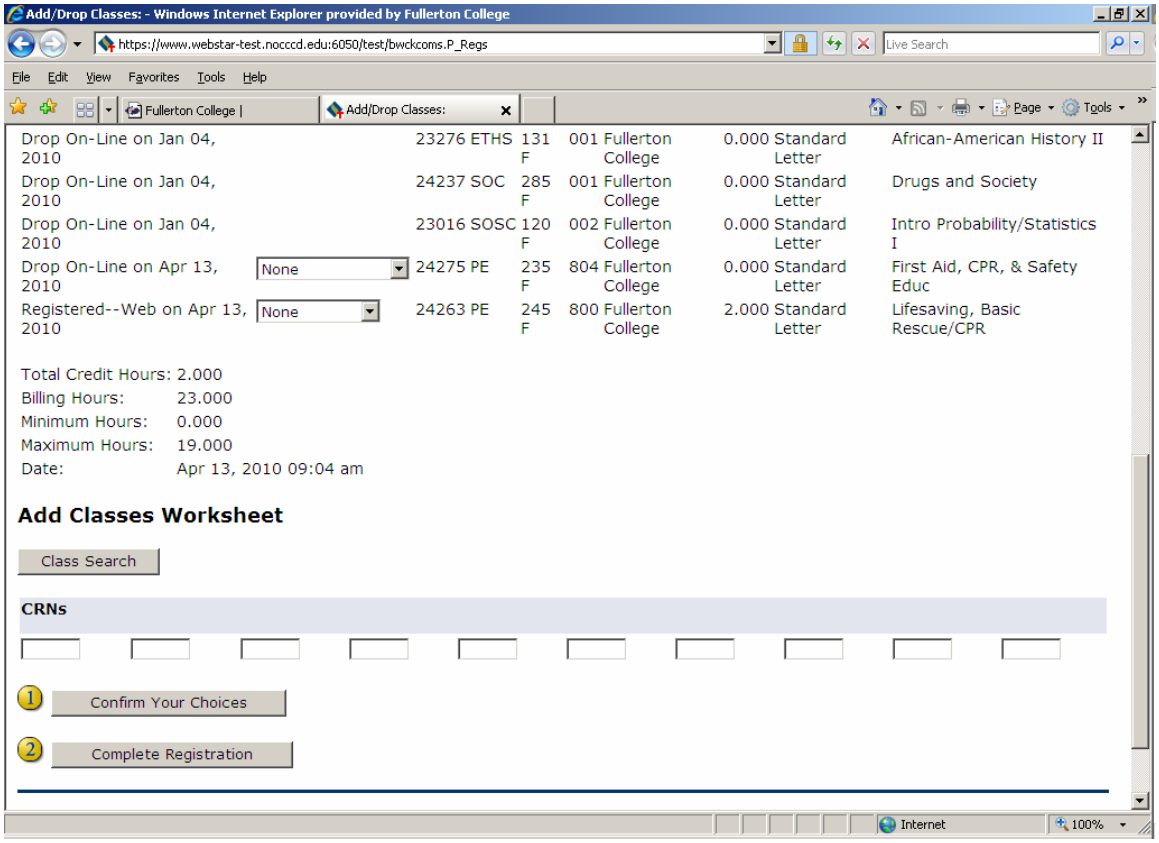
- When a seat opens, students who are on the waitlist will receive an email notification to their preferred email address on file
    - See example email below:



How to Get on a Waitlist in myGateway

- The student must take action to add the class within 48 hours
- For a student to add the course after they receive the email notification, they must now do the following:
    - Log in to myGateway
    - Click the drop down box next to the error message
    - Choose “Registered – Web”
    - Click “Confirm Your Choices”



How to Get on a Waitlist in myGateway

- The status next to the course should now say “Registered - Web”
- Student will then click “Complete Registration”, which will take them to the fee payment screen.
    - Note: Once a student registers for a course when they were previously on the waitlist, the same Drop for Non-Payment rules apply. If students do not pay for their course, they will be in danger of being dropped for non-payment.