Waitlisting
Courses with Waitlists

- Any closed course with a WL Cap (Waitlist Capacity) of more than 0 has an active waitlist.
- Make note of the CRN of course you want to Waitlist, then click “Add to Worksheet”
Adding Yourself to a Waitlist

- You can add yourself to the Waitlist by adding the CRN of the course they wish to waitlist in the “Add Classes Worksheet” and submitting his/her changes.
Adding Yourself to a Waitlist

- Add yourself to a waitlist by selecting “Waitlist” from the action menu and clicking “Submit Changes”
Confirm you are on the Waitlist

- Once you are on the Waitlist, you will be able to view it under your current schedule.

- Note: just because you have a waitlist under your current schedule does NOT mean you are registered for the course. There is no guarantee that you will get a seat in the course you have waitlisted, so make sure to register for other available courses if you need them.

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> on Apr 06, 2015</td>
<td>None</td>
<td>5087</td>
<td>NMGM</td>
<td>6003</td>
<td>A</td>
<td>Graduate</td>
<td>3.000</td>
<td>Standard Letter A/F</td>
<td>Advanced Seminar in Nonprofit Management</td>
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<td>5107</td>
<td>NMGM</td>
<td>5009</td>
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<td>Making a Difference</td>
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<td>PSAM</td>
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<td>Graduate</td>
<td>0.000</td>
<td>Standard Letter A/F</td>
<td>The Artist as a Producer</td>
</tr>
</tbody>
</table>
Securing a Seat from the Waitlist

- When a seat has opened up in a course that you are waitlisted for, you will get an email notifying you that you have 24 hours from the time the email was sent to claim your seat.

- The email you receive will include an explanation of steps you need to follow in order to claim your seat in the course.

Waitlist Notification for 6881

Dear,

Congratulations! You have secured a seat in the following course from the waitlist:
CRN: 6881
Course Information: PUCD 2130 A Advanced Typography

You have 24 hours from the time this email was sent to claim your seat. You must resolve any time conflicts, maximum credit hours or co-requisites requirements before you can register for this class. If you do not register for this class within 24 hours, you will be dropped from the waitlist for this course.
If you do not wish to claim this seat, please go into the Registration system and drop this course.

To claim your seat follow the instructions below:
1) Log into https://my.newschool.edu
2) Go to your Academics Tab and click on “Register for Classes”
3) Go to “Add or Drop Classes”
4) In your registration worksheet, under your “Current Schedule” find the waitlisted course noted above. Change your status from “Waitlisted” to “Web Registered.”
5) Make sure to click the “Register” button

If you are a continuing education student taking a course for noncredit, credit, or as part of a certificate program, to claim your seat follow the instructions below:
1) Log into http://www.newschool.edu/ce/classes/
2) Go to Manage Registration
3) Next to Action, change your status to “Web Registered.”
4) Make sure to click the “Save” button
5) You will be sent a bill for your course. Make sure to reconcile your balance by the postmarked dates indicated on your bill.

If you have any questions or problems, please contact the Registrar’s Office, 212-229-5620.
Registering for a Waitlisted Course

- When you receive a notification that you have obtained a spot on a course you have Waitlisted, click on the drop down under “Action” and choose “**Web Registered**.”

- If you also need to drop another course simultaneously, under the “Action” section, click “Web-Drop.”

- **IMPORTANT NOTE:** If you try to register for a course and receive an error, you will have to follow these steps again. If you experience trouble with your browser, make sure to clear your cookies/cache.
Registering for a Waitlisted Course

- If you are successful in registering for the course (and dropping another course simultaneously), you should see the course successfully added to your current schedule.

<table>
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<th>Crse</th>
<th>Sec</th>
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<th>Cred</th>
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<td>Standard Letter A/F</td>
<td>Advanced Typography</td>
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</table>

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Nov 06, 2015 02:47 pm
FAQ’s

• Do waitlisted courses count toward my credit hours?
  No. Waitlisted courses do not count toward your credit hours, UNTIL you actually register for the class.

• Can you tell me what is my position on the waitlist?
  No, we do not know the position of a student on the waitlist. If you have issues with your schedule, contact your Academic Advisor.

• Are you guaranteed a seat in a class for which you have waitlisted?
  No. Waitlisting DOES NOT guarantee a seat in the class. You will receive an email notification, if/when a seat opens up in the class.

• How am I notified when a seat becomes available on a waitlisted class?
  You will automatically receive an email, at your new school email address, notifying you that a seat has become available.

For more information check our all of our Waitlisting FAQ page.
Questions?

Contact the Registrar’s Office
reghelp@newschool.edu
212-229-5620