

WAIT LIST NOTIFICATION PROCESS

HOW WAIT LISTING WORKS:

When a seat becomes available, the student at the top of the wait list is offered that seat and given 24 hours to register in the course section. If the student does not register for the course section by the deadline, the seat is offered to the next person on the wait list and the student is moved to the bottom of the wait list.

⇒ Log into **INSIDE SOU**

⇒ Student & Reg. Tools

⇒ Registration Tools

Registration Tools

New! View and update your registration information in one location. Use the Registration & Planning link to check your registration status, class schedule and add or drop classes.

- Registration & Planning
- Navigate Student App (iOS)
- Navigate Student App (Android)
- Registration Time Tables
- **Wait List Status**

Wait List Notification lets you know when there is an opening available in a class you are wait listed for. It lets you get the SOU class you wait listed for faster and easier. Click on the HELP link for important information on how Wait List Notification works.

Your wait listed classes for the term are displayed below. If you have an offer to register, click on the "Register Now" link and then register for the class. If you do not register prior to the deadline, the opening will be offered to the next person on the wait list. If you no longer wish to remain on the wait list, click on the "Drop Wait Listed Class" link and then drop the class section.

Your wait list status is updated every half hour from 6:00 A.M. - 2:00 A.M. daily. Please check your status at least twice daily. If you are not registered for the class prior to the first day of the term, you must attend class and get the instructor's approval to register.

- ✓ You have no Holds which prevent registration.
- ✓ Your Academic Standing is Good Standing which permits registration.
- ✓ Your Student Status permits registration.

[List of Wait Listed Classes](#)

Wait List Status	CRN	Subject	Course	Title	Deadline to Register	Action
#1 on Wait List	8593	ED	410	Guide Group: Elementary Ed		Drop Wait Listed Class

Registration Tools

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- Registration Time Tables
- Wait List Status

Register for Classes

What would you like to do?

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**
View your past schedules and your ungraded classes.
- Browse Course Catalog**
Look up basic course information like subject, course and description.

Click Register for class

Select a Term

Terms Open for Registration

Summer 2020

Continue

Choose a term

The screenshot shows the 'Register for Classes' interface. At the top, there are navigation tabs: 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below this is the 'Enter Your Search Criteria' section for the term 'Summer 2020', with input fields for Subject, Course Number, and Keyword, and buttons for Search, Clear, and Advanced Search. A 'Week at a Glance' button is highlighted with a red arrow. To the right, a 'Wait Listed Class' label points to a small square icon. Below the search criteria is a 'Class Schedule for Summer 2020' grid showing days of the week and time slots. A 'Summary' table is also visible, listing course details and status.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Biodiversity	ES 379, 0	4	8588	Computer	Registered	None
Guide Group: Elementary Ed	ED 410, 0	0	8593	Lecture	Waitlisted	None
Internship (BAS Majors)	BA 402, 0	1	8554	Capstone	Registered	None
Introduction to Ceramics	ART 255, 0	4	8746	Laboratory	Registered	None
Introduction to Drawing	ART 133, 0	4	8744	Laboratory	Registered	None

If you are wait listed you will see that you are waitlisted. In the week at a glance you can see how each class will affect you week.

The screenshot shows a detailed view of the 'Summary' table. The table has columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action. The 'Guide Group: Elementary Ed' row is highlighted, and its status is 'Waitlisted'. A dropdown menu is open for the 'Action' column of this row, showing options: 'None', 'None', 'Drop Course-Before Term Starts', and 'Web Registered'. A red arrow points to the 'Web Registered' option, which is circled in purple.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Biodiversity	ES 379, 0	4	8588	Computer ...	Registered	None
Guide Group: Elementary Ed	ED 410, 0	0	8593	Lecture	Waitlisted	None
Internship (BAS Majors)	BA 402, 0	1	8554	Capstone	Registered	None
Introduction to Ceramics	ART 255, 0	4	8746	Laboratory	Registered	None
Introduction to Drawing	ART 133, 0	4	8744	Laboratory	Registered	None

Use the drop down button to choose to drop the course or Web Register.

The screenshot displays a web-based course registration system. On the left, a 'Class Schedule for Summer 2020' is shown as a grid with days of the week (Sunday to Saturday) and times (6am to 11am). Several course sections are listed, including 'Introduction to Science' and 'Introduction to Drawing'. On the right, a 'Summary' table lists course details. The table has columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action. The 'Action' column contains dropdown menus. The 'Web Registered' option is highlighted in the dropdown for the course 'Guide Group: Elementary Ed'. A 'Submit' button is located at the bottom right of the interface.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Biodiversity	ES 379, 0	4	8598	Computer ...	Registered	None
Guide Group: Elementary Ed	ED 410, 0	0	8593	Lecture	Waitlisted	Web Registered
Internship (BAS Majors)	BA 402, 0	1	8554	Capstone	Registered	None
Introduction to Ceramics	ART 255, 0	4	8746	Laboratory	Registered	None
Introduction to Drawing	ART 133, 0	4	8744	Laboratory	Registered	None

Click the submit button.

Please Note:

- If you are not registered for the course section prior to the first day of the term, you must attend class and obtain the instructor’s written approval to register on an ADD/Drop slip.
- If you no longer wish to remain on the Wait List make sure to drop the class using the drop down button