

Things to Remember

- You can only add your name to a class waitlist if you meet all registration requirements including having met course prerequisites, no registration holds, and having no time conflicts or other registration conflicts such as campus restrictions.
- You can add your name to multiple waitlists for a course.
- If you have placed your name on a waitlist, you should check your Ferris email account often for notifications of open seats.
- You can forward your Ferris email to a different email account. Instructions can be found at ferris.edu/techsupport. (www.ferris.edu/HTMLS/mytechsupport/sts_iconnect/mail/AccessEmail-iPhoneiPadAndroid.htm)
- Once you are offered a seat, you have only 24 hours from when the email is sent to log in to MyFSU and register.
- If you are notified of a seat and do not register within the 24 hour time limit, you will be removed from the waitlist and the seat will be offered to another student.
- To get back on the waitlist, you must re-register. You will be at the bottom of the list.
- If you are waitlisted for class sections that you no longer want, you should log in to MyFSU and 'web drop' those waitlist classes. This will allow other students to move up the waitlist.
- Waitlists are turned off on the last day of add/drop, when registration is turned off.

Questions?

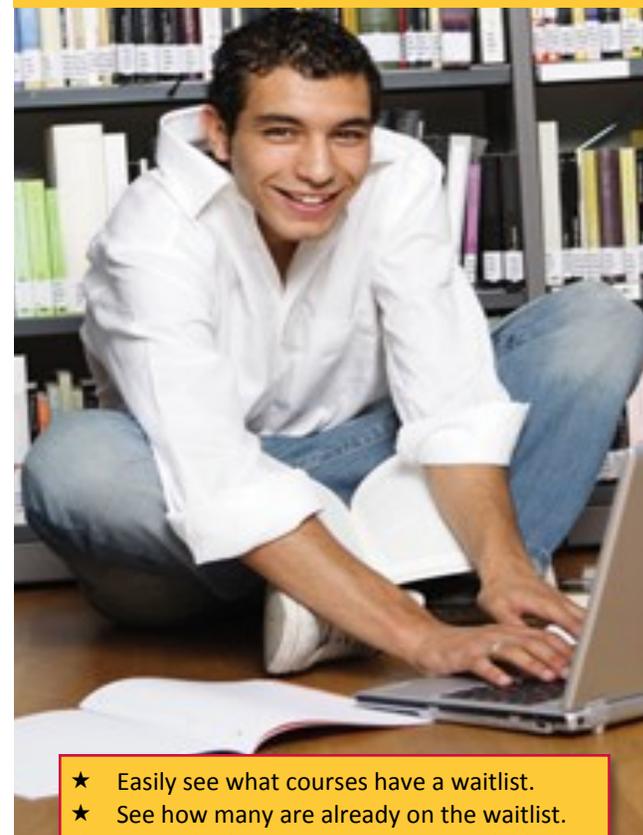
If you have questions about how to use the waitlist system in MyFSU, contact your advisor or your college's dean's office.

If you have specific questions about a course or waitlist availability for a course, contact the dean's office for that course.

For additional instructions, an electronic copy of this brochure, and access to video tutorials, go to www.ferris.edu/waitlists.

Waitlists

How to Use the Course Waitlist During Registration



- ★ Easily see what courses have a waitlist.
- ★ See how many are already on the waitlist.
- ★ Be notified as soon as a seat is available for you. No need to call anyone to find out.
- ★ Available 24/7 while registration is open.

Does the class have a waitlist?

1. Log in to **MyFSU**.
2. Click on the **My Registration** quick link under the Student tab.
3. Search for classes either through **Add or Drop Classes** or **Look Up Classes**.
4. If the class section has a waitlist, you will see numbers in the **WL Cap**, **WL Act** and **WL REM** columns.

WL Cap: Maximum number of names allowed on the waitlist

WL Act: Number of names already on the waitlist

WL Rem: Number of spots remaining on the waitlist

LOOK UP CLASSES

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Spring 2014, Jan 13-May 06, 2013 02:34 p

Sections Found

Accountancy

Select	CRN	Subj	Crse	Sec	Comp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	Instructor	Date	Location	Attribute
													Cap	Act	Rem	(MM/DD)		
SR	11061	ACCT	241	VL1	MB	3.000	Computerized Accounting	TBA	25	25	0	20	8	12	Catherine S. Brower (P)	01/13-05/02	TBA	Fully On Lir Delivery

Automotive Management

Select	CRN	Subj	Crse	Sec	Comp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	Instructor	Date	Location	Attribute
													Cap	Act	Rem	(MM/DD)		
SR	12934	AMGT	302	VL1	MB	4.000	Auto Marketing	TBA	20	12	8	0	0	0	Michelle L. Harvey	02/13-	TBA	Fully On Lir

In the example above, there are already 25 students registered for ACCT 241 (crn 11061); there are also 8 names already on the waitlist, and 12 more spots available for names on the

Adding Your Name to a Waitlist

If a class section you want is full, and there are open spots on the waitlist, you can add your name to that waitlist by following these steps:

1. Log in to **MyFSU**.
2. Click on the **My Registration** quick link under the Student tab.
3. Click on **Add or Drop Classes**.
4. Enter the CRN number of the class you want, and click on Submit Changes.
5. You will receive a **Registration Add Error**.

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list. Registration activity will be suspended at 5:00 PM on the business day before the semester begins (end of late registration) for a short period of processing will end on the last day of drop/add at 5:00 PM (fourth day of the semester). Students should review their account balance and ensure payment/sufficient financial aid is in place to avoid having class schedules dropped. You may call any questions at 231-591-2123.

PLEASE NOTE: Dropping below 6 credit hours may negatively impact the amount of Financial Aid you receive.

Add Classes Worksheet

CRNs

11061

Submit Changes Class Search Reset

6. In the Action pull-down list, choose **'waitlisted'** and click submit changes. *If you leave the action pull-down as 'none' you will not be waitlisted.*

PLEASE NOTE: Dropping below 6 credit hours may negatively impact the amount of Financial Aid you receive.

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Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0	Waitlisted	None	11065	ACCT	241	VL1	Undergraduate	3.000	Standard	Letter

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

7. Your schedule will show the course section as **WAITLISTED**, and you will **not** see those credits in your credit hours OR billing hours.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Wait Listed	None	11065	ACCT	241	VL1	Undergraduate	0.000	Standard	Letter	

Total Credit Hours: 0.000

Billing Hours: 0.000

Minimum Hours: 0.000

Maximum Hours: 19.000

Date: Oct 15, 2013 12:57 pm

Notifications

When a seat becomes available for you, you will be notified through your Ferris email account. You will have 24 hours from the time the email is sent to log in to MyFSU and accept the offered seat. **If you do not respond in 24 hours, your name will be automatically removed from the waitlist, and the next person will be notified.** The email you receive will let you know that a seat is available and that you need to register before the date/time listed. To register in that open seat you must:

1. Log in to **MyFSU**
2. Click on the **My Registration** quick link under the Student tab.
3. Click on **Add or Drop Classes**
4. For your waitlisted class, use the Action pull-down and choose **Web Registered**.
5. Click on Submit Changes. You will then see the course listed as a registered course, and the credits will be added to your total and to your bill.

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list. Registration activity will be suspended at 5:00 PM on the business day before the semester begins (end of late registration) for a short period of processing will end on the last day of drop/add at 5:00 PM (fourth day of the semester). Students should review their account balance and ensure payment/sufficient financial aid is in place to avoid having class schedules dropped. You may call any questions at 231-591-2123.

PLEASE NOTE: Dropping below 6 credit hours may negatively impact the amount of Financial Aid you receive.

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Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
ait Listed on Oct 15, 2013	None	10912	ENGL	250	VL1	Undergraduate	0.000	Standard	Letter	Engl

Total Credit Hours: 0.000

Billing Hours: 0.000

Minimum Hours: 0.000

Maximum Hours: 19.000

Date: Oct 15, 2013 02:14 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

If you no longer want the waitlisted course section, please log in to MyFSU and choose WebDrop from the Action pull-down menu, to allow another student to move up the waitlist.