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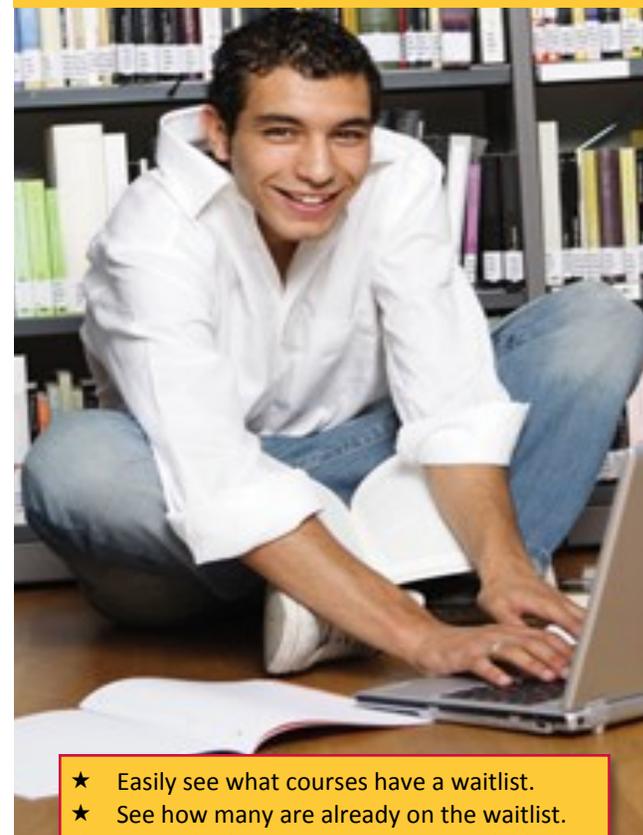
- ★ Easily see what courses have a waitlist.
- ★ See how many are already on the waitlist.
- ★ Be notified as soon as a seat is available for you. No need to call anyone to find out.
- ★ Available 24/7 while registration is open.

FERRIS STATE UNIVERSITY
www.ferris.edu/waitlists

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

> 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.**

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.*

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

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.

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.