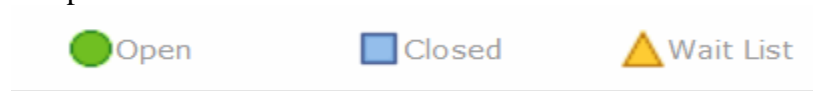




How to wait list a class via Titan Web

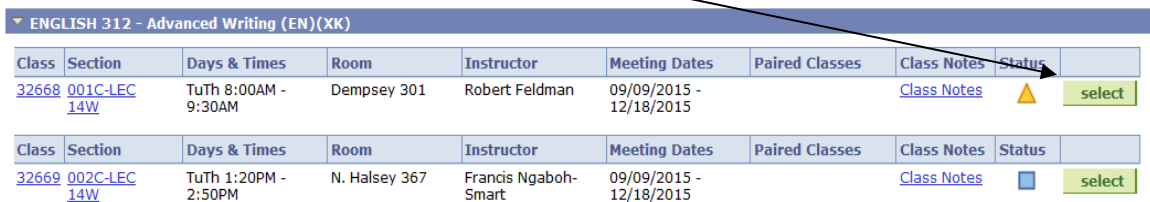
Several academic departments are using the Titan Web wait list functionality. The status of a class will indicate if the class has the wait list option or not.





If the class is  Closed and doesn't have a  Wait List status icon on the class search page you must contact the academic department.

Class search

- 1) Perform a class search by selecting subject and catalog #. **Uncheck “Show Open Classes Only” box.**
- 2) A yellow triangle will appear under the status column for a class that has an active wait list. Click select to the right of the yellow triangle.



Class	Section	Days & Times	Room	Instructor	Meeting Dates	Paired Classes	Class Notes	Status	
32668	001C-LEC 14W	TuTh 8:00AM - 9:30AM	Dempsey 301	Robert Feldman	09/09/2015 - 12/18/2015		Class Notes		select
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Paired Classes	Class Notes	Status	
32669	002C-LEC 14W	TuTh 1:20PM - 2:50PM	N. Halsey 367	Francis Ngaboh- Smart	09/09/2015 - 12/18/2015		Class Notes		select

- 3) On the next page click in the Wait List box and then click next to proceed.

ENGLISH 312 - Advanced Writing (EN)(XK)

Class Preferences

ENGLISH 312-001C Lecture  Wait List Wait List Wait list if class is full

Grading

Units 3.00

Enrollment Information

- WBIS 188 or English Comp Course, and 45 Crs and not required to take Quest III This course is open to University Honors Program students.

CANCEL

NEXT

- 4) You will receive a message the class has been added to your shopping cart.



5) Go to your shopping cart and select the class you have in wait list status and then click enroll.

Add to Cart:
 Enter Class Nbr

 Find Classes
 Class Search

Fall 2015 Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status	Quest Paired Class(es) Descr
<input checked="" type="checkbox"/>	ENGLISH 312-001C (32668)	TuTh 8:00AM - 9:30AM	Dempsey 301	R. Feldman	3.00		

for selected:

6) Click finish enrolling.

Class	Description	Days/Times	Room	Instructor	Units	Status
ENGLISH 312-001C (32668)	Advanced Writing (EN)(XK) (Lecture)	TuTh 8:00AM - 9:30AM	Dempsey 301	R. Feldman	3.00	

You will get this message:

Class	Message	Status
ENGLISH 312	Message: Class 32668 is full. You have been placed on the wait list in position number 4.	

The wait listed class will appear on your class schedule; however, it will show a status of “Waiting” along with your wait list position.

BIOLOGY 309 - Bacteriology (NS)

Status	Waitlist Position	Units	Grading	Grade	Deadlines
Waiting	1	5.00	Graded		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
61468	A09C	Lecture	MoWeFr 1:50PM - 2:50PM	N. Halsey 268	Eric Matson	09/07/2016 - 12/16/2016
61470	A02L	Laboratory	MoWe 3:00PM - 5:00PM	N. Halsey 171 - Food Microbi	Vicki Van Deurzen	09/07/2016 - 12/16/2016

NOTES:

You can wait list a course as long as you meet the pre-requisites.

Placing yourself on a wait list does not imply or guarantee enrollment in the course. You are not billed for a class in wait list status.