



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 open only.**
- 2) A yellow triangle will appear under the status column for a class that has a wait list capacity. Click select to the right of the yellow triangle.

ENGLISH 312 - Advanced Writing (EN)(XK)									
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 if class is full

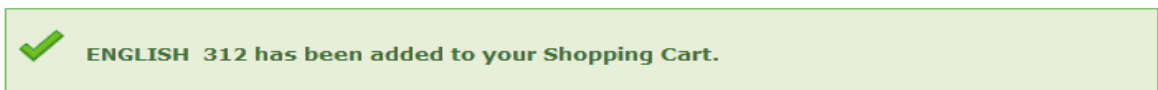
Session Fourteen Week **Grading**

Career Undergraduate **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.

- 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	▲

- 7) You can wait list a course if you meet the requisites. If you receive a requisite error message, contact the academic department for assistance.

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 be noted it is in wait list status. 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.

You can wait list a class if you are repeating it for the second attempt, but if your prior grade is a “C” or above and you haven’t completed an Appeal to Repeat Form” you will be administratively dropped from the course.