

## Automatic Waitlist Option on MyJewell

The *Automatic Waitlist Option* allows students to place their names on a waitlist for any closed courses offering this option (includes all CTI Level II courses as well as several others). Only courses notated on the *Schedule of Courses* with the comment, “*Automatic Waitlist Option offered when closed*” will allow students to waitlist for a course on *MyJewell*.

**PLEASE NOTE:** Students should **NOT** obtain a *Permission to Enroll* for any closed course offering the *Automatic Waitlist Option*. Doing so will **not** allow you to enroll ahead of anyone who is waitlisted.

### To ADD YOUR NAME to an Automatic Waitlist using MyJewell:

- Attempt to register for the class. Once selected, it will appear on your *Preferred Sections* list.
- Choose **RG - Register** for the class, then click **Submit**.

### Registration Results

CTI\*200\*P - Course Filled. Either add to wait list or look for an available section.

ENG\*340\*D - Course is filled. Waitlisting is not allowed for this section.

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The following request(s) have been processed:

Term	Status	Pass/Fail/Audit	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits
Fall Semester 2008	UNSUCCESSFUL registration		<a href="#">CTI*200*P (10483) UNITED STATES PLURALISM</a>		09/01/2008-12/15/2008 LECTURE Monday 06:00PM - 09:40PM, Room to be Announced	V. How		
Fall Semester 2008	UNSUCCESSFUL registration		<a href="#">ENG*340*D (10320) STUDIES IN ENGLISH LIT I</a>		09/01/2008-12/19/2008 LECTURE Monday, Wednesday, Friday 11:15AM - 12:20PM, Room to be Announced	Morrison, S		

Here are all of the sections for which you are currently registered:

If a *Waitlist Option* class is closed, you will get this message. You can then proceed to add yourself to the *Automatic Waitlist*.

If a course is closed and does **NOT** offer the *Waitlist Option*, you will get this message. (A *Permission to Enroll* form is required for all closed classes that do not offer the *Waitlist Option*.)

- If the class is closed and you want to waitlist, go back to your list of *Preferred Sections*, and choose **WT – Waitlist** in the blue *Action* column. (See screen shot below.)

Action for ALL Pref. Sections (or choose below)  

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Preferred Sections

Action	Term	Section Name and Title	Comments	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits
<div style="border: 1px solid gray; padding: 2px;"> <div style="background-color: #e0e0e0; padding: 2px;">▼</div> <div style="padding: 2px;">                     RG Register                      RM Remove from List                      WT Waitlist                 </div> </div>	Fall Semester 2008	<a href="#">CTI*200*P (10346) UNITED STATES PLURALISM</a>		09/01/2008-12/19/2008 LECTURE Monday, Friday 01:45PM - 02:50PM, Room to be Announced	Harris, L.A.	0 / 1 / 1	4

Do **NOT** choose *Action* for **ALL** Pref. Sections at the top of the page.

Choose this: **WT—Waitlist** under *Action*.

- Then click **Submit** at the bottom of the page.

## Check your *Schedule*:

After you have selected a class to be waitlisted, go to *My Class Schedule*. Below is an example of how your schedule will look when you are waitlisted for a class. First, it lists your registered classes; then it lists your waitlisted classes.

Term  
Fall Semester 2008

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Total Registered Credits 8.00 ←

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Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
<a href="#">ENG*340*D (10320) STUDIES IN ENGLISH LIT.</a>	New	09/01/2008-12/19/2008 LECTURE Monday, Wednesday, Friday 11:15AM - 12:20PM, Room to be Announced	4.00			09/01/08
<a href="#">CTI*212*D (10348) LITERATURE &amp; CULTURES AFRICA</a>	New	09/01/2008-12/19/2008 LECTURE Monday, Wednesday, Friday 11:15AM - 12:20PM, Room to be Announced	4.00			09/01/08
You are on the following waitlist(s):						
<a href="#">CTI*200*F (10346) UNITED STATES PLURALISM</a>	Active	09/01/2008-12/19/2008 LECTURE Monday, Wednesday, Friday 01:45PM - 02:30PM, Room to be Announced				

OK

**Registered classes**

**Waitlisted Class**  
(You are NOT registered for this class—you are only waitlisted.)

## Check your *RANK* on the Waitlist:

You may check your rank on the waitlist at any time by clicking on *Manage My Waitlist* on the *Menu* screen. The far right column—*Rank/Waitlist*—shows where you stand and how many are on the waitlist. (Examples: *1/5* means you are first on a waitlist of five; *3/8* means you are third on a waitlist of eight, etc.)

## EMAIL Notification that you may register for the class:

When an opening occurs in a waitlisted class, the next student on the waitlist will automatically be sent an email. The email will include instructions and the deadline for registering for the class (see example below). ***It is IMPERATIVE that you CHECK YOUR EMAIL DAILY when waitlisted for a class—you name will be DROPPED from the waitlist if you do not respond by the deadline!!!***

**Subject: Waitlist Seat Availability**

Dear Mary,

A seat has been reserved for you in the following section:  
CTI\*200\*F(10346) in 08/FA.

To claim your seat, you MUST register for this section no later than 03/26/08.

If you must drop a class to add this one, you must contact the Registrar's Office to drop and add. Otherwise, you may register for this class online through MyJewell before the above deadline.

For assistance, please contact the Registrar's Office at 816-415-5979.

Office of the Registrar  
William Jewell College

**You must register by the DEADLINE DATE indicated in the email! You will have only 3 days to register for your waitlisted class.**

## To REGISTER for your Waitlisted Class:

If you must **drop a class** in order to register for the waitlisted class, you will need to contact the Registrar's Office **before the deadline date**. If you do not need to drop a class, you may **register online** for the class **by the deadline date** stated in the email notification by following these directions:

- On the *Menu* screen of *MyJewell*, click on **Manage My Waitlist**.

**CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU**

The following links may display confidential information.

Financial Information	Registration
<a href="#">Account Summary</a> <a href="#">Account Summary by Term</a>	<a href="#">Are You Ready to Register?</a> <a href="#">Search for Sections</a> <a href="#">Search/Register for Sections</a> <a href="#">Register Previously Selected Courses</a> <a href="#">Manage My Waitlist</a>
Financial Aid	Academic Profile
<a href="#">Financial aid status by year</a> <a href="#">Financial aid status by term</a> <a href="#">E-Award Letter</a> <a href="#">Financial aid loan application</a>	<a href="#">Grades</a> <a href="#">Grades by Term</a> <a href="#">Transcript</a> <a href="#">Test Summary</a> <a href="#">Transcript Request Status</a> <a href="#">Enrollment verification request status</a> <a href="#">My class schedule</a> <a href="#">My profile</a>
Communication	
<a href="#">My Documents</a> <a href="#">E-mail My Advisor(s)</a>	

Click here.

- Look for **Permission to Register** for your class under **Waitlist Status**. The **Expire Date** is also indicated in the next column.
- Choose **RG-Register** from the drop-down menu in the **Action** column for that course.

**Manage My Waitlist**

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty
<input type="button" value="▼"/>	Permission to Register	03/26/08	Semester 2008	(10346) UNITED STATES PLURALISM		12/19/2008 LECTURE Monday, Wednesday, Friday 01:45PM - 02:50PM.	L.A.

Check your **Status**  
A - Active on list  
E - Enrolled  
P - Permission to Register  
X - Expired  
C - Canceled  
L - Closed

Choose **RG—Register** from this drop-down menu to register.

Here are all the sections for which you are currently registered:

- Then click **Submit** at the bottom of the page.
- If successful, you will see the message **Registered for this section** in the **Status** column on the **Registration Results** screen. (See sample screen shot below.)
- If not successful, go back and follow the instructions again to attempt to fix the problem. If you encounter further problems, contact the Registrar's Office for assistance.

### Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Audit	Section Name and Title	Meeting Information	Faculty	Credits	CEUs
Fall Semester 2008	Registered for this section		<a href="#">CTP*200*F (10346) UNITED STATES PLURALISM</a>	09/01/2008-12/19/2008 LECTURE Monday, Wednesday, Friday 01:45PM - 02:50PM, Room to be Announced	Harris, L.A.	4.00	

Here are all of the sections for which you are currently registered:

Check the *Status* column to be sure you receive the message *Registered for this section*.

- Click on *My Class Schedule* to verify that you are now registered for this class. Your registration for this course is not complete until it displays on your class schedule as registered (see below).

Term:

Total Registered Credits: 12.00

Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start
<a href="#">ENG*340*D (10320) STUDIES IN ENGLISH LIT I</a>	New	09/01/2008-12/19/2008 LECTURE Monday, Wednesday, Friday 11:15AM - 12:20PM, Room to be Announced	4.00			
<a href="#">CTP*212*D (10346) LITERATURE &amp; CULTURES AFRICA</a>	New	09/01/2008-12/19/2008 LECTURE Monday, Wednesday, Friday 11:15AM - 12:20PM, Room to be Announced	4.00			
<a href="#">CTP*200*F (10346) UNITED STATES PLURALISM</a>	New	09/01/2008-12/19/2008 LECTURE Monday, Wednesday, Friday 01:45PM - 02:50PM, Room to be Announced	4.00			

The credit hours for the course will be included in this total, if registered successfully.

You are now registered for this class! You are no longer on the waitlist.

### What if your deadline to register has expired?

- The **ONLY NOTIFICATION** you will receive that a place in the waitlisted class is available for you is the system-generated email notification, which will come to your *Jewell Email Inbox only*.
- You will have only **THREE DAYS** to register for the waitlisted class—you must adhere to the **DEADLINE DATE** in the email! So it is imperative that you check your email when waitlisted!
- If you do not register for the waitlisted class by the deadline indicated in your email notification, the system will automatically notify the next student on the waitlist.
- **Once expired, your name will NO LONGER be on this waitlist!**
- To be **added back to this waitlist**, you must go back through the process from the beginning, and then **your rank will be last on the list** at that point. Since this waitlist process is system-controlled, there are **no exceptions!**

**AGAIN**—It is **IMPERATIVE** that you **CHECK YOUR EMAIL DAILY** when waitlisted for a class!