

Automatic Waitlist for CTI Level II Courses on MyJewell

The *Automatic Waitlist* process allows students to place their names on a waitlist for CTI Level II courses that are closed. If an opening occurs, an automatic email is sent to the first student on the waitlist to inform the student of the deadline to register for that course (only **3 days!**).

PLEASE NOTE: All CTI Level II courses will be managed with the *Automatic Waitlist* process, once they fill. Students should **NOT** obtain a *Permission to Enroll* for a CTI Level II course when it closes, as this will not allow to enroll ahead of anyone who is waitlisted.

To ADD YOUR NAME to a Waitlist for a CTI Level II course using MyJewell:

- Attempt to register for the class. Once selected, it will appear on your *WishList (Preferred Sections)*.
- 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.

The following request(s) have been processed:

| Term | Status | Pass/Fail/Audit | Section Name and Title | Location | Meeting Information | Faculty |
|--------------------|---------------------------|-----------------|---|----------|---|-------------|
| Fall Semester 2008 | UNSUCCESSFUL registration | | CTI*200*P (10483) UNITED STATES PLURALISM | | 09/01/2008-12/15/2008 LECTURE Monday 06:00PM - 09:40PM, Room to be Announced | V. Howard |
| Fall Semester 2008 | UNSUCCESSFUL registration | | ENG*340*D (10320) STUDIES IN ENGLISH LIT I | | 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 the CTI Level II course is full, you will get this message. You can then proceed to add yourself to the class waitlist.

If a course is closed and does **NOT** have the *Waitlist* option, you will get this message. A *Permission to Enroll* form is required for all closed classes other than CTI Level II courses.

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

Action for ALL Pref. Sections (or choose below) ▼

Preferred Sections

| Action | Term | Section Name and Title | Comments | Meeting Information | Faculty | Available/ Capacity/ Waitlist | Credits |
|--|--------------------|--|----------|--|--------------|-------------------------------|---------|
| <div style="border: 1px solid gray; padding: 2px;"> RG Register RM Remove from List WT Waitlist </div> | Fall Semester 2008 | CTI*200*F (10346) UNITED STATES PLURALISM | | 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 CTI Level II 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

Total Registered Credits 8.00

| Course Name and Title | Status | Meeting Information | Creds | CEUs | Pass Aud | Start Date |
|--|--------|---|-------|------|----------|------------|
| ENG*340*D (10320) STUDIES IN ENGLISH LIT. | New | 09/01/2008-12/19/2008 LECTURE Monday, Wednesday, Friday 11:15AM - 12:20PM, Room to be Announced | 4.00 | | | 09/01/08 |
| CTI*212*D (10348) LITERATURE & CULTURES AFRICA | 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): | | | | | | |
| CTI*200*F (10346) UNITED STATES PLURALISM | 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**. Otherwise, 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 |
| Account Summary Account Summary by Term | Are You Ready to Register? Search for Sections Search/Register for Sections Register Previously Selected Courses Manage My Waitlist |
| Financial Aid | Academic Profile |
| Financial aid status by year Financial aid status by term E-Award Letter Financial aid loan application | Grades Grades by Term Transcript Test Summary Transcript Request Status Enrollment verification request status My class schedule My profile |
| Communication | |
| My Documents E-mail My Advisor(s) | |

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 | 03/28/08 | 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 | | CTP*200*F (10346) UNITED STATES PLURALISM | 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 |
|--|--------|---|-------|------|----------|-------|
| ENG*340*D (10320) STUDIES IN ENGLISH LIT I | New | 09/01/2008-12/19/2008 LECTURE Monday, Wednesday, Friday 11:15AM - 12:20PM, Room to be Announced | 4.00 | | | |
| CTP*212*D (10346) LITERATURE & CULTURES AFRICA | New | 09/01/2008-12/19/2008 LECTURE Monday, Wednesday, Friday 11:15AM - 12:20PM, Room to be Announced | 4.00 | | | |
| CTP*200*F (10346) UNITED STATES PLURALISM | 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 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!