

## **NEW STUDENT PROCESS: Waitlisting for a Course Section that is closed**

### **How it works**

1. If a student in a class that is full drops the class, the system will automatically send an e-mail to the first person on the wait list telling them there is a spot in that section and they have 48 hours from the time the e-mail is sent to register for that class.
2. If they do not register, the system will drop that student from the wait list and go to the next person on the wait list. From the 6th of August onwards, we will reduce the time to accept the spot in the class to 24 hours.

Note, if a student is registered for the maximum number of hours, they will have to drop a class before they can register for the wait listed class.

### **Waitlisting From a student perspective:**

- If they attempt to register for a section that is full, they will be given two options, do nothing or be added to the waitlist.
- If the wait list is filled, a student attempting to register will receive a message saying the class is closed — waitlist is full.
- All the same checks that are carried out for registration, pre-requisite, co-requisite etc., are applied to wait listing a course.
- Waitlisted courses do not count toward total registered hours
- Student can waitlist for multiple courses
- Students can waitlist for multiple sections of the same course

**For your reference the SCREENSHOTS are listed below:**

**If there is a waitlist on a course for registration the student will see values in the below fields:**

- **WL CAP (waitlist capacity)**
- **WL ACT (waitlist actual)**
- **WL REM (waitlist remaining)**

**Look-Up Classes to Add:**

 To register for classes, check the box in front of the CRN (C identifies a closed class, NR indicates schedule is in 'View Only' Status, SR indicates you are not eligible to register at

When you are through selecting courses, click Register or Add to Worksheet at the bottom of the page.

Note: Select course link below CRN to display required pre-requisite, approvals or restrictions.

Please note that summer courses may be cancelled due to low enrollments.


For course textbook requirements and fees, please see: [http://bookstore.uncp.edu/wm\\_crslu.htm](http://bookstore.uncp.edu/wm_crslu.htm)

**Sections Found**

Psychology																		
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem
C	<a href="#">12447</a>	PSY	3600	001	MA	3.000	Abnormal Psychology	MW	02:30 pm-03:45 pm	26	26	0	5	4	1	0	0	0

## Student will need to add the course CRN to the Add Classes Worksheet then click submit

### Add/Drop Classes:

 Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the or **Class Search** below. To add a class enter the Course Reference Number (CRN) in the worksheet and click 'Submit Change' or select fr are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

Note: to view student schedule by day and time, click [here](#)

For clarification of the most common error messages, please click [here](#).

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Mar 26,2012	None	11620	ECN	2030	003	Undergraduate	3.000	Standard	Letter	Prin of Macroeconomics
**Web Registered** on Mar 26,2012	None	13798	DSC	3130	002	Undergraduate	3.000	Standard	Letter	Business Statistics I

Total Credit Hours: 6.000

Billing Hours: 6.000

Minimum Hours: 0.000

Maximum Hours: 18.000

Date: Jun 11,2012 04:17 pm

### Add Classes Worksheet

#### CRNs

<input type="text" value="12447"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes

Class Search

Reset

**Student will need to select "Waitlisted Thru Braveweb" via the Action dropdown list then click Submit Changes.**

**Add/Drop Classes:**



Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the C below or **Class Search** below. To add a class enter the Course Reference Number (CRN) in the worksheet and click 'Submit Change' or select options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

Note: to view student schedule by day and time, click [here](#)

For clarification of the most common error messages, please click [here](#).

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Mar 26,2012	None	11620	ECN	2030	003	Undergraduate	3.000	Standard Letter	Prin of Macroeconomics (I
**Web Registered** on Mar 26,2012	None	13798	DSC	3130	002	Undergraduate	3.000	Standard Letter	Business Statistics I

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Jun 11,2012 04:18 pm

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 4 Waitlisted	**Waitlisted Thru BraveWeb**	12447	PSY	3600	001	Undergraduate	3.000	Standard Letter	Abnormal Psychology

**Add Classes Worksheet**

**CRNs**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## Student will see the waitlisted course on the website

### Add/Drop Classes:



Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Req or **Class Search** below. To add a class enter the Course Reference Number (CRN) in the worksheet and click 'Submit Change' or select from the 'Cl' are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

Note: to view student schedule by day and time, click [here](#)

For clarification of the most common error messages, please click [here](#).

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Mar 26,2012	None	11620	ECN	2030	003	Undergraduate	3.000	Standard	Letter	Prin of Macroeconomics
**Web Registered** on Mar 26,2012	None	13798	DSC	3130	002	Undergraduate	3.000	Standard	Letter	Business Statistics I
<b>**Waitlisted Thru BraveWeb** on Jun 11,2012</b>	None	12447	PSY	3600	001	Undergraduate	0.000	Standard	Letter	Abnormal Psychology

Total Credit Hours: 6.000

Billing Hours: 6.000

Minimum Hours: 0.000

Maximum Hours: 18.000

Date: Jun 11,2012 04:20 pm

### Add Classes Worksheet

CRNs

Submit Changes

Class Search

Reset

**If a waitlist is full, the student will see the message: Closed - Waitlist Full**

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - Waitlist Full	12447	PSY	3600	001	Undergraduate	3.000	Standard	Letter	Abnormal Psychology


**Students can view their position on the course wait listing via  
the Student Detail Schedule**

### Student Detail Schedule:

For course textbook requirements and fees, please see: [http://bookstore.uncp.edu/wm\\_crslu.htm](http://bookstore.uncp.edu/wm_crslu.htm)

Total Credit Hours: 6.000

#### ***American Indian Literature - AIS 2200 - 001***


**Associated Term:** 2012 Fall  
**CRN:** 10134  
**Status:** \*\*Web Registered\*\* on Mar 28,2012  
**Assigned Instructor:** Jane M. Haladay   
**Grade Mode:** Standard Letter  
**Credits:** 3.000  
**Level:** Undergraduate  
**Campus:** Main (includes Internet)

#### ***Scheduled Meeting Times***

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	12:30 pm - 1:45 pm	TR	Business Administration 221	Aug 15,2012 - Dec 07,2012	Lecture	Jane M. Haladay (P) 

#### ***Abnormal Psychology - PSY 3600 - 001***

**Associated Term:** 2012 Fall  
**CRN:** 12447  
**Status:** \*\*Waitlisted Thru BraveWeb\*\* on Jun 07,2012  
**Waitlist Position:** 1  
**Notification Expires:**


**Assigned Instructor:** Elizabeth B. Denny   
**Grade Mode:** Standard Letter  
**Credits:** 0.000  
**Level:** Undergraduate  
**Campus:** Main (includes Internet)

#### ***Scheduled Meeting Times***

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	2:30 pm - 3:45 pm	MW	Sampson Building 102	Aug 15,2012 - Dec 07,2012	Lecture	Elizabeth B. Denny (P) 

**Students can drop themselves from the course waitlist via Add/Drop. The student will select “Web Drop” from the action dropdown list.**

**Add/Drop Classes:**

 Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully or **Class Search** below. To add a class enter the Course Reference Number (CRN) in the worksheet and click 'Submit Change' or select from the 'Class Search'. Classes are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

Note: to view student schedule by day and time, click [here](#)

For clarification of the most common error messages, please click [here](#).

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Mar 28,2012	None	10134	AIS	2200	001	Undergraduate	3.000	Standard	Letter	American Indian Literature
**Web Registered** on Jun 07,2012	None	14527	SOC	3600	400	Undergraduate	3.000	Standard	Letter	Social Statistics (off-campus at Sandhills CC)
**Waitlisted Thru BraveWeb** on Jun 07,2012	** Web Drop**	12447	PSY	3600	001	Undergraduate	0.000	Standard	Letter	Abnormal Psychology

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Jun 12,2012 08:34 am

**Add Classes Worksheet**

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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