

# Registering For a Waitlist

## CSU Registration

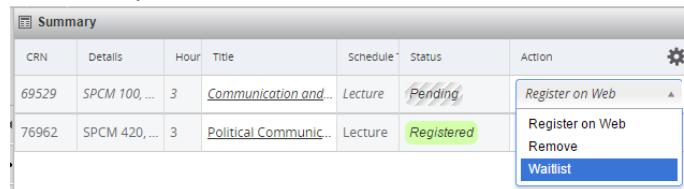
If the section for which you would like to register is full, you can elect to add yourself to the Waitlist. Full sections will display a red alert with an exclamation point showing “Full: 0 of 0 seats remain”. *Please note, there may be one (or more) seat(s) available in the course, but if there are less than 200 seats available on the waitlist, this means that a seat is being reserved for the student(s) at the top of the waitlist.*

This help document will cover the following: *Registering for a waitlist, Registering for an open seat from the waitlist, and Registering for a waitlist for a course that requires multiple components.*

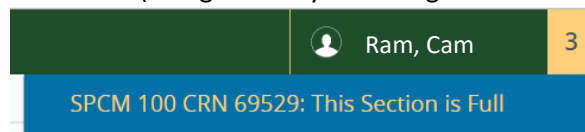


### To register for a waitlist:

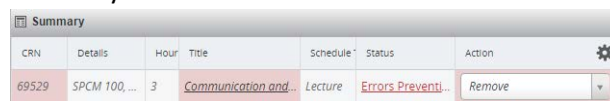
1. **Add the full section to your course summary** by selecting the **Add** button.
2. Choose from the following options:
  - a. **Register for Waitlist immediately:** on your course summary, select “Waitlist” from the Action dropdown.



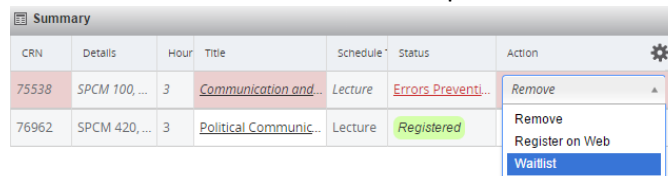
- b. **Register for Waitlist based on “Section Full” registration error:** If you submit the pending full section with the “Register on Web” action, you will receive a “This Section is Full” error (along with any other registration errors),



and the section will show a status of “Errors Preventing Registration” in the course summary.



Select “Waitlist” from the Action dropdown



3. **Submit Waitlist registration** by clicking **Submit**. The course will appear on your course summary with a status of “Waitlisted”.

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CRN	Details	Hour	Title	Schedule	Status	Action
69529	SPCM 100, ...	0	Communication an...	Lecture	Waitlisted	None
76962	SPCM 420, ...	3	Political Communic...	Lecture	Registered	None

If a space becomes available (based on first come-first serve waitlist priority), you will receive a notification. This will include an email to your @rams.colostate.edu email address, and a text message notification (if you've opted into this feature via RAMweb).

To review your priority on the waitlist, you can select **Waitlisted Classes** under the Registration main menu in RAMweb.

### To register for your open seat from the waitlist:

If you receive the notification that a seat has become available, you will have 24 hours to register for your space, otherwise the next student will receive a notification.

To register for your open seat, return to the Registration screen. Your waitlisted course will still appear on the course summary as "Waitlisted". In the Action dropdown, select "Register on Web", and **Submit**.

CRN	Details	Hour	Title	Schedule	Status	Action
69529	SPCM 100, ...	0	Communication an...	Lecture	Waitlisted	None None Drop on web <b>Register on Web</b>
76962	SPCM 420, ...	3	Political Communic...	Lecture	Registered	

As long as there are no other errors (such as a time conflict with another registered course), the section will now appear as "Registered".

### Registering for a waitlist for a course that requires multiple components:

When registering for a Waitlist for courses that require multiple components, **you will only register for one waitlist**, typically for the component that does not carry any credits – like the Lab or Recitation sections (one exception is STAT 201, where the recitation is worth 3 credits). Your addition to the waitlist will hold a place in the other component section(s).

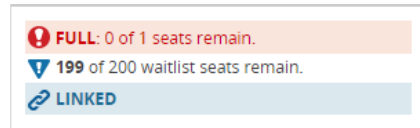
For example, if registering for LIFE 102, you will register for the Lab's waitlist.

1. **Search for the course** you want to take, and **identify which section carries the waitlist**.
2. **Add the section** that carries the waitlist to your course summary.
  - a. You can easily identify sections that have waitlists by noting the blue caution icon (▼) in the Status column of courses. This alert is describing the number of seats available on the section's waitlist. This will typically be accompanied by a red caution icon (⚠), alerting you that the section you're viewing is full. *Please note, there may be one (or more) seat(s) available in the course, but if there are less than 200 seats available on the*

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*waitlist, this means that one seat is being reserved for the student at the top of the waitlist.*



- b. After identifying the section that carries the waitlist, select the **Add** button to add the section to your course summary.
- c. Modify the section's Action to "Waitlist", and click **Submit**

CRN	Details	Hours	Title	Schedule Type	Status	Action
62865	LIFE 102, L03	0	Attributes of Living Systems (GT...	Laboratory	Pending	Waitlist

**If you receive a notification that a seat is available:**

1. Return to registration, and search (or enter the CRN(s)) for the other sections that are required multiple components. In this example, LIFE 102 L03 is the Waitlisted section, which should be paired with a Lecture section of LIFE 102.
2. Add the necessary multiple component sections (that are linked with your Waitlisted section) to your course summary. Click the **Add** button from the Class Schedule listing.
3. Change the Waitlisted course's Action to "Register on Web"

CRN	Details	Hours	Title	Schedule Type	Status	Action
62825	LIFE 102, 001	4	Attributes of Living Systems (GT...	Lecture	Pending	Register on Web
62865	LIFE 102, L03	0	Attributes of Living Systems (...)	Laboratory	Waitlisted	Register on Web

4. Click **Submit** to register for both sections at the same time. Please note, you must meet the prerequisites and any restrictions (you must also ensure you don't have a time conflict) in order to successfully register; otherwise, you will receive registration errors.

### Tips:

- If you receive a notification of a space being available in your waitlisted course, but there's no seats available in the corresponding multiple component for which you also have to register, either:
  - Contact the instructor or the teaching department of the lecture and ask for a possible enrollment override for the lecture *OR*
  - Try to find another lecture that may work with your recitation/lab that does have available seats.

If you have further questions, contact the Registrar's Office.

### Still need assistance?

- Take a look at the *FAQs* available in RAMweb in the FAQ section of the Main Menu
- Review our video tutorials, available on our [website](#)
- Contact the Registrar's Office at [RegistrarsOffice@Colostate.edu](mailto:RegistrarsOffice@Colostate.edu) or 970-491-4860