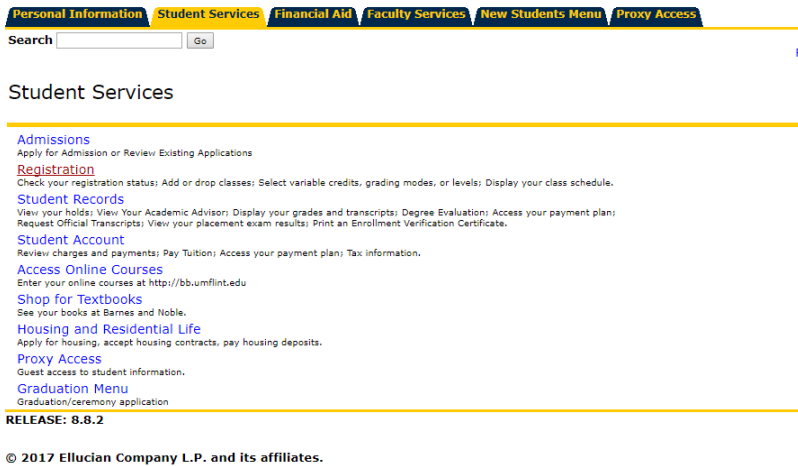


How to Waitlist for a Course

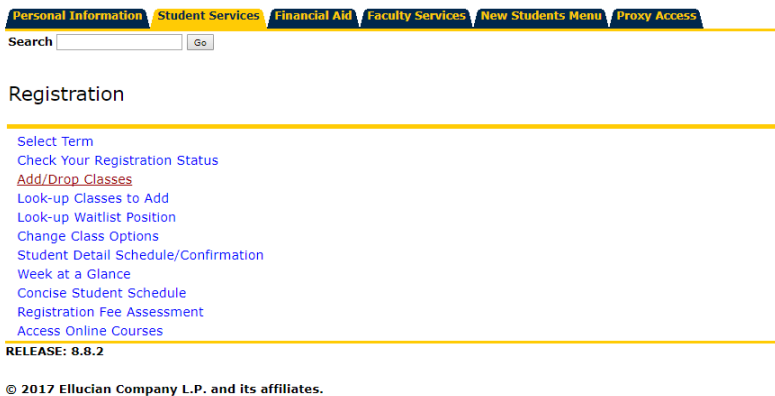
You must first login to SIS.

1. In the main menu, select Student Services. Then select Registration.



The screenshot shows the SIS main menu with the following navigation tabs: Personal Information, Student Services (highlighted), Financial Aid, Faculty Services, New Students Menu, and Proxy Access. Below the tabs is a search bar with a 'Go' button and a small 'R' icon. The 'Student Services' section is expanded, showing a list of links: Admissions, Registration (highlighted), Student Records, Student Account, Access Online Courses, Shop for Textbooks, Housing and Residential Life, Proxy Access, and Graduation Menu. At the bottom of the menu, it says 'RELEASE: 8.8.2' and '© 2017 Ellucian Company L.P. and its affiliates.'

2. Click Add/Drop Classes from the Registration menu.



The screenshot shows the SIS Registration menu with the following navigation tabs: Personal Information, Student Services (highlighted), Financial Aid, Faculty Services, New Students Menu, and Proxy Access. Below the tabs is a search bar with a 'Go' button. The 'Registration' section is expanded, showing a list of links: Select Term, Check Your Registration Status, Add/Drop Classes (highlighted), Look-up Classes to Add, Look-up Waitlist Position, Change Class Options, Student Detail Schedule/Confirmation, Week at a Glance, Concise Student Schedule, Registration Fee Assessment, and Access Online Courses. At the bottom of the menu, it says 'RELEASE: 8.8.2' and '© 2017 Ellucian Company L.P. and its affiliates.'

3. Select the term you wish to register for by highlighting it, then click Submit Term.

4. You will see your confirmed registration in the Current Schedule table. In the Add Class table below, enter the Course Reference Number (CRN) of the course into the first available field.

Personal Information Student Services Financial Aid Faculty Services New Students Home Privacy Access

Search: Go RETURN TO MENU SITE MAP HELP EXIT

Add/Drop Classes:

By registering, you agree to follow the policies and procedures of the University of Michigan-Flint. You are responsible for all charges for the entire term, regardless of your attendance in class. If you are receiving financial aid, you are authorizing the use of all financial aid awards, including Title IV funds, to pay all charges owed to the University. Visit the Registrar's webpage for add/drop/withdrawal deadlines.

- Non-attendance does not constitute a drop or withdrawal.
- Failure to pay in full by the due date will result in a 1.5% monthly interest charge.
- Dropping all of your courses after the beginning of a semester constitutes a withdrawal and you will be assessed the appropriate withdrawal fees.

NOTICE: It is your responsibility, as a student, to ensure that you meet ALL of the prerequisites for courses you wish to enroll in. You may be removed from a course for failure to complete a prerequisite. We strongly encourage you to consult with an advisor before adding or dropping a course.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Mar 21, 2017	None	12030	CSC	383	01	Undergraduate 3.000 Standard (ABCD)	3.000	Standard (ABCD)	Project Management
Web Registered on Mar 21, 2017	None	18476	MTH	222	01	Undergraduate 4.000 Standard (ABCD)	4.000	Standard (ABCD)	Multivariate Calculus
Course Cancelled on Jun 12, 2017	None	17913	CIS	314	01	Undergraduate 0.000 Standard (ABCD)	0.000	Standard (ABCD)	Cyberethics

Total Credit Hours: 7.000
Billing Hours: 7.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Aug 18, 2017 01:50 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[Confirm Schedule | Week at a Glance | View Holds | Change Credit Hours | View Fee Assessment | Shop for Textbooks]

RELEASE: 8.7.1

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5. Click the Submit Changes button. The system will return an error stating, CLOSED-XXX WAITLISTED. The number shown (XXX) indicates how many students are currently waitlisted.

Personal Information Student Services Financial Aid Faculty Services New Students Home Privacy Access

Search: Go RETURN TO MENU SITE MAP HELP EXIT

Add/Drop Classes:

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Web Registered on Mar 21, 2017	None	18476	MTH	222	01	Undergraduate 4.000 Standard (ABCD)	4.000	Standard (ABCD)	Multivariate Calculus
Course Cancelled on Jun 12, 2017	None	17913	CIS	314	01	Undergraduate 0.000 Standard (ABCD)	0.000	Standard (ABCD)	Cyberethics

Total Credit Hours: 7.000
Billing Hours: 7.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Aug 18, 2017 01:50 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[Confirm Schedule | Week at a Glance | View Holds | Change Credit Hours | View Fee Assessment | Shop for Textbooks]

RELEASE: 8.7.1

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6. To waitlist for the class, select Waitlisted from the Action field, then click Submit Changes.

Personal Information Student Services Financial Aid Faculty Services New Students Menu Privacy Access

Search Go RETURN TO MENU SITE MAP HELP EXIT

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Web Registered on Mar 21, 2017	None	18476	MTH	222	01	Undergraduate 4.000 Standard (ABCD)	4.000	Standard (ABCD)	Multivariate Calculus
Course Cancelled on Jun 12, 2017	None	17913	CIS	314	01	Undergraduate 0.000 Standard (ABCD)	0.000	Standard (ABCD)	Cyberethics

Total Credit Hours: 7.000
Billing Hours: 7.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Aug 18, 2017 01:52 pm

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Course Closed - 3 Currently on Waitlist	None	11302	BIO	167	01	Undergraduate 4.000 Standard (ABCD)	4.000	Standard (ABCD)	Human Anatomy & Physiology I

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[Confirm Schedule | Week at a Glance | View Holds | Change Credit Hours | View Fee Assessment | Shop for Textbooks]

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7. The course will then appear in the Current Schedule table with .00 credit hours and a Status of Waitlisted.

Personal Information Student Services Financial Aid Faculty Services New Students Menu Privacy Access

Search Go RETURN TO MENU SITE MAP HELP EXIT

Add/Drop Classes:

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Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Mar 21, 2017	None	12030	CSC	383	01	Undergraduate 3.000 Standard (ABCD)	3.000	Standard (ABCD)	Project Management
Web Registered on Mar 21, 2017	None	18476	MTH	222	01	Undergraduate 4.000 Standard (ABCD)	4.000	Standard (ABCD)	Multivariate Calculus
Course Cancelled on Jun 12, 2017	None	17913	CIS	314	01	Undergraduate 0.000 Standard (ABCD)	0.000	Standard (ABCD)	Cyberethics
Waitlisted on Aug 18, 2017	None	11303	BIO	167	02	Undergraduate 0.000 Standard (ABCD)	0.000	Standard (ABCD)	Human Anatomy & Physiology I

Total Credit Hours: 7.000
Billing Hours: 7.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Aug 18, 2017 01:55 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[Confirm Schedule | Week at a Glance | View Holds | Change Credit Hours | View Fee Assessment | Shop for Textbooks]

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NOTE: You may check your current waitlist position by returning to the Registration menu and selecting Look Up Waitlist Position.

[Personal Information](#) [Student Services](#) [Financial Aid](#) [Faculty Services](#) [New Students Menu](#) [Proxy Access](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Waitlist Results Page

Course	Section	CRN	Waitlist No.
BIO 167	02	11303	2

RELEASE: 1.0

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8. Click the View Schedule link at the bottom of the Add/Drop Classes page to see your schedule in day/time format.