

How to Add Yourself onto a Wait List in myESU

Step 1: Select Add/Drop Class



Registration Tools

- Registration Status
- Look Up Classes
- Add or Drop Classes
- Change Class Options

An arrow points to the 'Add or Drop Classes' option.

Step 2: Select a term from the drop down list > Click Submit

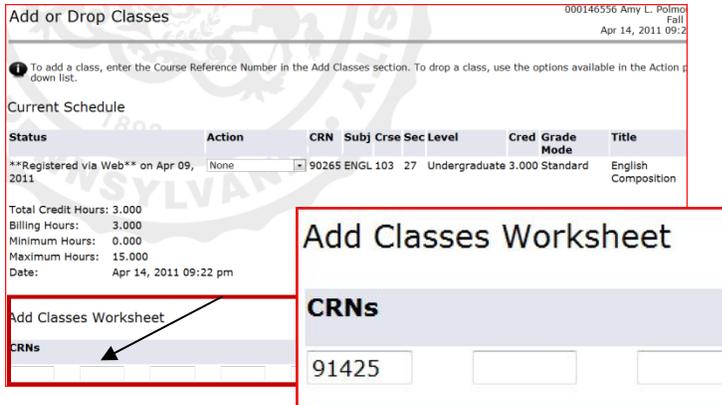


Registration Term

Select a Term:

RELEASE: 8.1

Step 3: Enter the CRN number directly in the fields below. If you do not know the CRN number use the class search to get it



Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action dropdown list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered via Web on Apr 09, 2011	None	90265	ENGL	103	27	Undergraduate	3.000	Standard		English Composition

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 15.000
Date: Apr 14, 2011 09:22 pm

Add Classes Worksheet

CRNs
<input type="text" value="91425"/>

An arrow points to the CRN input field in the Add Classes Worksheet.

Example of a Class Search – Where to locate the CRN number

C	<input type="text" value="91425"/>	MCOM 110	1	M	3.000	Introduction to Motion Media	TR	11:00 am-12:15 pm	24	24	0	5	0	5	0	0	0	Richard F. Otto (P)	08/29-12/17
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Step 3: Once you inserted the CRN into the Add Classes Worksheet. Select “Submit Changes”

CRNs

91425

Submit Changes

Step 4: A registration error will appear above the Add Classes Worksheet. The Status of the class states that it is Closed – 0 Waitlisted.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered via Web on Apr 09, 2011	None	90265	ENGL	103	27	Undergraduate	3.000	Standard		English Composition
Total Credit Hours: 3.000 Billing Hours: 3.000 Minimum Hours: 0.000 Maximum Hours: 15.000 Date: Apr 14, 2011 09:28 pm										
Registration Add Errors										
Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	91425	MCOM	110	1	Undergraduate	3.000	Standard		Introduction to Motion Media

Step 4: Choose “Waitlisted” from that drop down menu; hit submit again

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered via Web on Apr 09, 2011	None	90265	ENGL	103	27	Undergraduate	3.000	Standard		English Composition
Total Credit Hours: 3.000 Billing Hours: 3.000 Minimum Hours: 0.000 Maximum Hours: 15.000 Date: Apr 14, 2011 09:28 pm										
Registration Add Errors										
Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None None Waitlisted	91425	MCOM	110	1	Undergraduate	3.000	Standard		Introduction to Motion Media

Step 5: Check your Current Schedule. The status of the Waitlisted class will be “ Waitlisted on “Date”

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered via Web on Apr 09, 2011	None	90265	ENGL	103	27	Undergraduate	3.000	Standard		English Composition
Waitlisted on Apr 14, 2011	None	91425	MCOM	110	1	Undergraduate	0.000	Standard		Introduction to Motion Media

IMPORTANT INFORMATION IF YOU ARE WAITLISTED FOR A CLASS

Once a seat becomes available in the section students are notified using their official ESU email based on their priority order. That is, if you are number one on the waitlist, you are notified first. In your notification of an available seat, you will be given a deadline to update the “Action” on the course by changing Waitlist to “Register via Web”. This will successfully add you to the class list. If you fail to register in your allotted time the seat will be offered to the next student on the waitlist.

NOTE: You will not be able to add yourself to more than one waitlist for the same course or to register for a different section of a class while on the waitlist of another section of the same Class

ADD CARDS

Add cards are no longer needed. Based on the discretion of a faculty member, he/she has the ability to perform overrides through myESU for their students ONLY. Please contact the faculty member directly for more information.