

GETTING ON THE WAIT LIST FOR A CLASS

Log into LoLA

Student Tab – Registration - Add Drop or Withdraw Classes - Search By Term - Submit

Class Search - Subject – Course Search

Click on View Sections next to the Course Section you want

All sections will populate. If the class you want is closed, you will see a “C” under the Select column. Write down the Blue 4-digit CRN number for the closed class.

Click on Add To Worksheet and enter the 4-digit CRN number at the bottom of the page where you will see a line of blank boxes under the heading CRNs. Submit changes.

You will see a Red exclamation point and a Registration Add Errors message. Under the message you will see “Closed – the number of students ahead of you who are also waitlisted for this class – an Action button, then the course details. Click on the Action button that is now set at None and change it to Wait Listed. Submit Changes. **YOU MUST CHANGE THE ACTION BUTTON TO WAIT LISTED AND SUBMIT CHANGES TO PROCESS THIS REQUEST.** The class information should appear at the top of the screen under your Current Schedule as “Wait Listed on today’s date.

The waitlisted class will not appear on your Week at a Glance (Student Tab, Registration, Week at a Glance).

The waitlisted class will appear on your Concise Student Schedule (Student Tab, Registration, Concise Student Schedule), but no credit hours will appear and you will not be charged for the class unless you are notified of an open seat and accept an offer to be removed from the waitlist and you enroll in the class.

The waitlisted class will appear on your Student Detail Schedule (Student Tab, Registration, Student Detail Schedule), but no credit hours will appear. The Status will show the date you were put on the waitlist. Right under that, the Waitlist Position will indicate what position you hold while waiting for an open seat.

*****IMPORTANT***** If you request to be waitlisted for a class, and an open seat becomes available, you will be notified by e-mail. It is important that your LoLA account lists a current e-mail address you check frequently. **You will have 24 hours to enroll in the waitlisted class. If you do not take action and enroll into the class within 24 hours, you will be removed from the waitlist and the next student in line will be contacted.**

E-mail will look similar to the following:

Dear Student ,

You may now register in:

Mathematics
1100
College Algebra
2015

You have **24 hours** from the time of this email to register in the above listed course. After that time, you will **not** be allowed to register for the class. If you still need the class, you will need to place your name on the wait list again.

If you do not want to register for this course, please log in to LoLA and remove your name from the wait list. This will allow the next student on the list to be notified.

REGISTERING FOR THE CLASS

Log into LoLA

Student Tab – Registration - Add Drop or Withdraw Classes - Search By Term (Spring 2017) - Submit

Click on the Action button that is now set at None and change it to Web Registered. Submit Changes. **YOU MUST CHANGE THE ACTION BUTTON TO WEB REGISTERED AND SUBMIT CHANGES TO PROCESS THIS REQUEST.** The class information should appear at the top of the screen under your Current Schedule as “Web Registered on today’s date.

The class will now appear on your Concise Student Schedule (Student Tab, Registration, Concise Student Schedule), and you will be charged the appropriate tuition/fees for the class.

Please contact the Office of Student Services at (225) 743-8500 if you have any questions regarding this process.