

# Waitlisting Tutorial for Students



SNOW COLLEGE

# Advantages of Waitlisting



Waitlisting is the process by which students may sign up for a waiting list for a class that is full.

Waitlisting may provide many advantages to students, instructors, and administrators.

- The biggest advantage to students is that they will be notified when a seat becomes available on a first-come, first-served basis.
- Waitlisting will be advantageous to instructors by removing the need for them to manually sign students into a class, unless the add takes place after the first week of the semester.
- Waitlisting will also be helpful to administrators by allowing them to track the demand for certain courses and better manage curriculum offerings.

# How does Waitlisting work?

- Students that attempt to register for a class that is full may put themselves on a waiting list on a first-come, first-served basis
- When an open seat becomes available, an email will be sent to the 'preferred email address' of the student at the top of the waiting list
- The student will have 24 hours from the time the email was sent to go online and add the class. During this 24-hour period, the student can add and drop the waitlisted class in the Add or Drop Classes screen in Badgerweb. After the 24 hours has expired, if the student did not register for the waitlisted class, the next student on the list will be notified and will have 24 hours to respond.
- Holds will prevent the student from adding a waitlisted class, even if the student was sent an email.

# Waitlisting

- Log into Badgerweb using your Student ID and password

[HELP](#) [EXIT](#)

## Badger Web Login

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 Please enter your Badger Identification Number (User ID) and your Password (PIN). When finished, click Login.

**If you forget your PIN, you must enter your ID# and then click on "Forgot PIN?"**

When you are finished, please Exit and close your browser to protect your privacy.

**NOTE - HEOA - Text book ISBN number**  
IF you do not have an id and are trying to find **the Text book ISBN number**  
Then select "Return to Homepage" at the bottom of this page  
select "Courses Available by Term (includes Materials Required and Book ISBN)"

**CAUTION**  
Safe-guard your User ID & PIN. Any person that knows your User ID & PIN will be able to access this site **just as you do**.  
They will be able to view and make changes to your personal data.

**If you forgot your Badger ID, click [HERE](#)**

User ID:

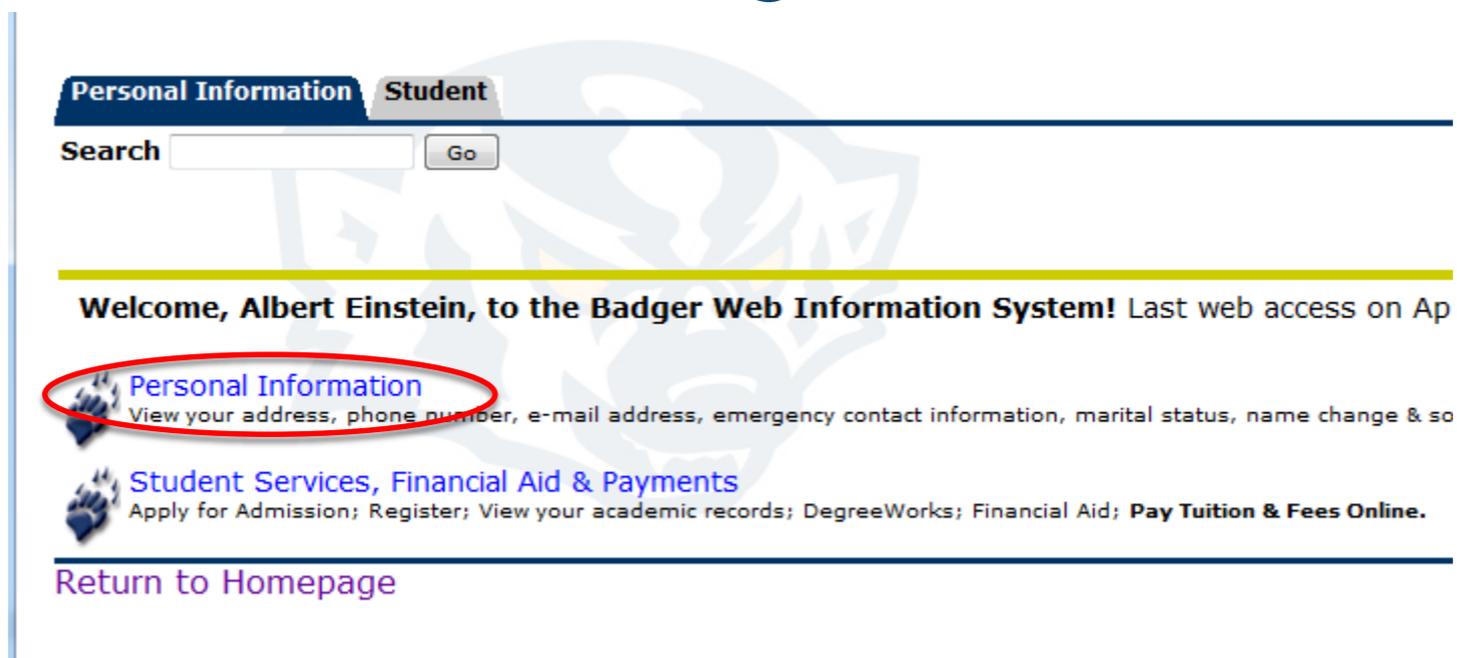
PIN:

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[Return to Homepage](#)

# Waitlisting

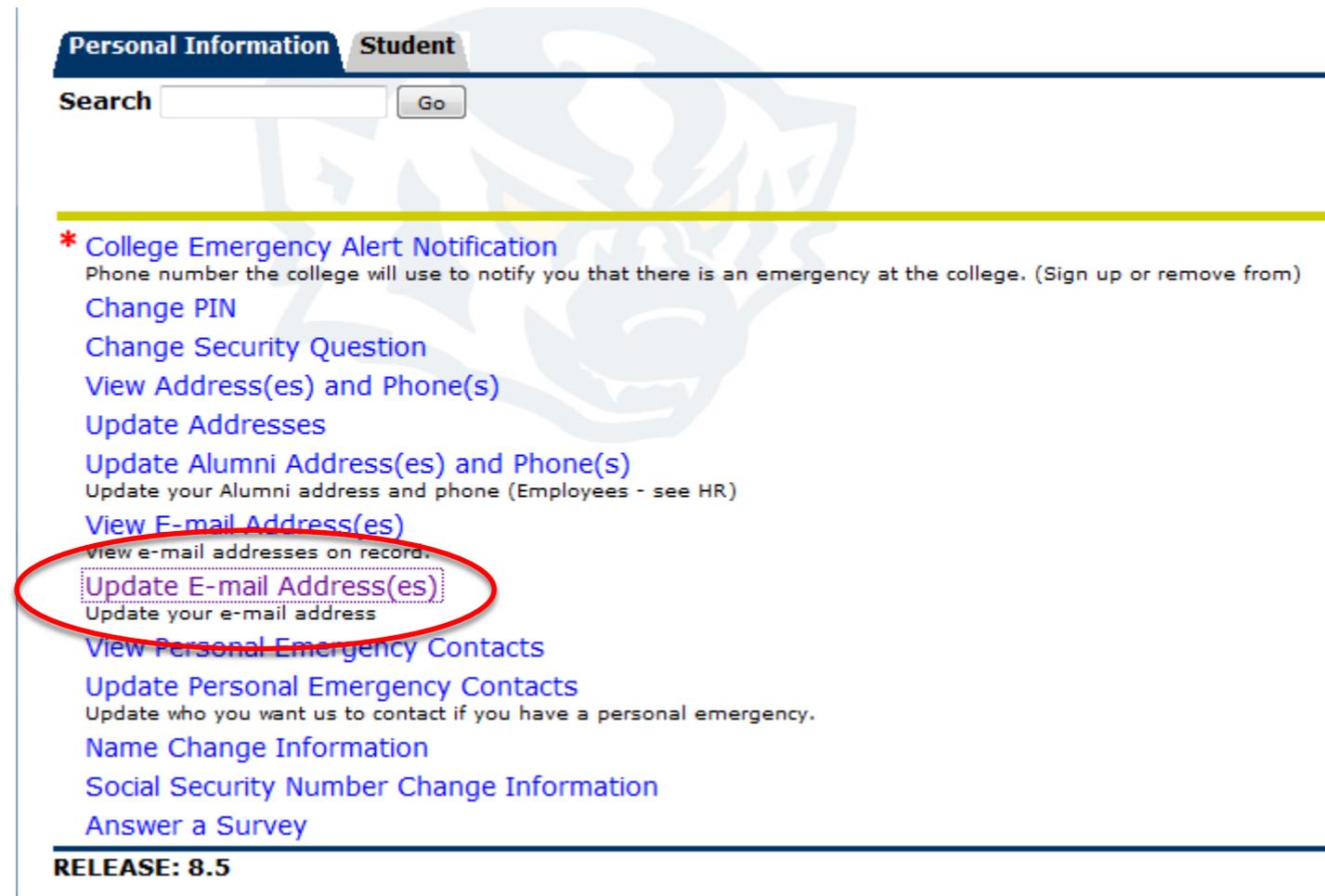
- Waitlist notifications will be sent to the preferred email address in Badgerweb
- You must have a preferred email address in Badgerweb
- Set up your preferred email by logging in to Badgerweb and selecting “Personal Information”



The screenshot shows the user interface of the Badger Web Information System. At the top, there are two tabs: "Personal Information" and "Student". Below the tabs is a search bar with the label "Search" and a "Go" button. A yellow horizontal line separates the search area from the main content. The main content area displays a welcome message: "Welcome, Albert Einstein, to the Badger Web Information System! Last web access on Ap". Below the welcome message, there are two menu items, each with a paw print icon. The first menu item is "Personal Information" and is circled in red. Its description reads: "View your address, phone number, e-mail address, emergency contact information, marital status, name change & so". The second menu item is "Student Services, Financial Aid & Payments" and its description reads: "Apply for Admission; Register; View your academic records; DegreeWorks; Financial Aid; Pay Tuition & Fees Online." At the bottom of the page, there is a link that says "Return to Homepage".

# Waitlisting

- Next, select “Update E-mail Address(es)”



**Personal Information** **Student**

Search

---

\* [College Emergency Alert Notification](#)  
Phone number the college will use to notify you that there is an emergency at the college. (Sign up or remove from)  
[Change PIN](#)  
[Change Security Question](#)  
[View Address\(es\) and Phone\(s\)](#)  
[Update Addresses](#)  
[Update Alumni Address\(es\) and Phone\(s\)](#)  
Update your Alumni address and phone (Employees - see HR)  
[View E-mail Address\(es\)](#)  
View e-mail addresses on record.  
[Update E-mail Address\(es\)](#)  
Update your e-mail address  
[View Personal Emergency Contacts](#)  
[Update Personal Emergency Contacts](#)  
Update who you want us to contact if you have a personal emergency.  
[Name Change Information](#)  
[Social Security Number Change Information](#)  
[Answer a Survey](#)

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**RELEASE: 8.5**

# Waitlisting

- Next, select "Type of E-mail to Insert:"

**Personal Information** **Student**

Search

---

### Update E-mail Address(es) - Select Address

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 To **update** an existing e-mail address, click the **e-mail address**.  
To **insert** a new e-mail address, select an address type from the pull-down list and click Insert.

**E-mail Addresses**

**Personal**

[Albert.Einstein@snow.edu](#) Preferred

Type of E-mail to Insert:

---

RELEASE: 8.4

# Waitlisting

- Select "Personal"

Personal Information Student

Search  Go

### Update E-mail Address(es) - Select Address

To **update** an existing e-mail address, click the **e-mail address**.  
To **insert** a new e-mail address, select an address type from the pull-down list and click Insert.

**E-mail Addresses**

**Personal**

Albert.Einstein@snow.edu Preferred

Type of E-mail to Insert:

Submit

- Select
- Accounts Payable Direct Deposit
- Business E-mail
- College
- Home
- Payroll Direct Deposit
- Permanent
- Personal**
- Purchase Order
- Web Site URL

RELEASE: 8.4

[ View E-mail Address(es) ]

# Waitlisting

- Enter your personal email address and be sure to check "Make this your Preferred address"

**Personal Information** Student

Search  Go

---

Update E-mail Address(es) - Update/Insert

---

 When updating or inserting an e-mail address, E-mail is a required field. Other fields are optional.  
**Note:** You may specify only one preferred e-mail address.

**Personal**

E-mail:

Comment:

Delete this address:

**Make this your Preferred address:**

**Preferred Personal**  
Albert.Einstein@snow.edu

Enter your personal email address here.

Be sure to check this box.

# Waitlisting

- This email address you enter and mark “Preferred” will be the address where the Waitlist Notifications are sent. You must have an email address in this field.

**Personal Information** Student

Search

---

Update E-mail Address(es) - Update/Insert

---

 When updating or inserting an e-mail address, E-mail is a required field. Other fields are optional.  
**Note:** You may specify only one preferred e-mail address.

**Personal**

E-mail:

Comment:

Delete this address:

Make this your Preferred address:

**Preferred Personal**

Albert.Einstein@snow.edu

# Waitlisting

- Click the Submit button.

**Personal Information** **Student**

Search

---

### Update E-mail Address(es) - Update/Insert

---

 When updating or inserting an e-mail address, E-mail is a required field. Other fields are optional.  
**Note:** You may specify only one preferred e-mail address.

**Personal**

E-mail:

Comment:

Delete this address:

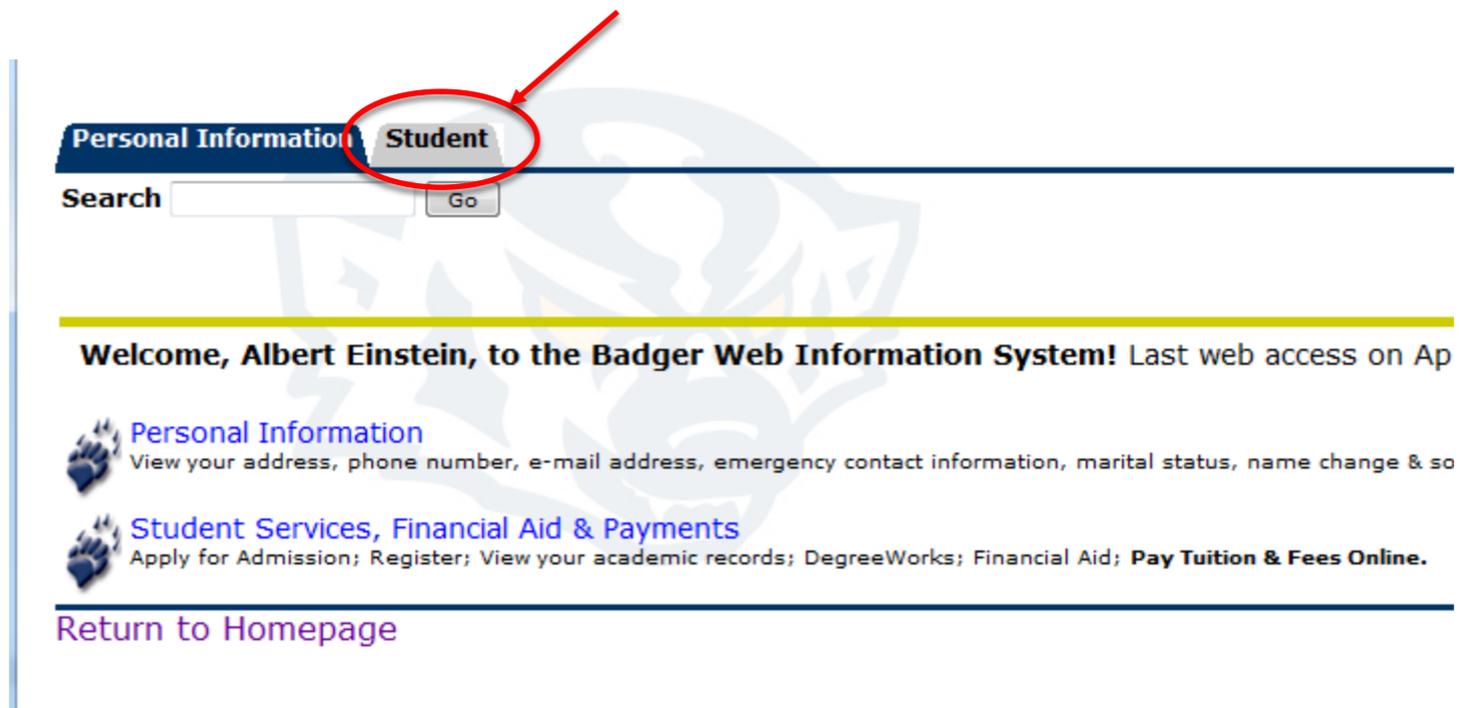
Make this your Preferred address:

**Preferred Personal**  
Albert.Einstein@snow.edu

When you're finished, click Submit.

# Waitlisting

- After you click Submit, you will be taken back to the Personal Information screen.
- Click on the Student tab.



Personal Information **Student**

Search

---

**Welcome, Albert Einstein, to the Badger Web Information System!** Last web access on Ap

 [Personal Information](#)  
View your address, phone number, e-mail address, emergency contact information, marital status, name change & so

 [Student Services, Financial Aid & Payments](#)  
Apply for Admission; Register; View your academic records; DegreeWorks; Financial Aid; **Pay Tuition & Fees Online.**

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[Return to Homepage](#)

# Waitlisting

- Click on Registration.

Personal Information **Student**

Search

 **Student Services & Financial Aid**

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[Registration](#)  
Check your registration status; Add or drop classes; Display your class schedule.

[Student Records](#)  
View your holds; Display your grades and transcripts; Review charges and payments; **SIC**

[Financial Aid](#)  
Apply for Financial Aid; Review the status of your financial aid applications; Check status

[Transfer Credit Awarded](#)

[DegreeWorks](#)

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**RELEASE: 8.5.1**

- Click –  
Look-up Classes to Add.

Personal Information **Student**

Search

 **Registration**

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[Select Term](#)

\* [on-line BOOKSTORE](#)  
AFTER REGISTERING - Buy your books for your classes from the on-line bookstore.

[Add/Drop Classes](#)

[Open Class List A-Z ==> EPHRAIM / MAIN CAMPUS](#)

[Open Class List A-Z ==> Richfield Campus](#)

[Look-up Classes to Add](#)

[Student Schedule by Day & Time](#)

[Student Detail Schedule](#)

[Registration Fee Assessment](#)

[Check Your Registration Status](#)

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**RELEASE: 8.5.1**

# Waitlisting

- Select a Term
- Click Submit

Personal Information **Student**

Search

Select Term or Date Range

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**Search by Term:**

Fall 2014

RELEASE: 8.5.1

- Select a Subject
- Click Course Search

Personal Information **Student**

Search

Look-Up Classes to Add:

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 Use the selection options below to search the class schedule for the search.

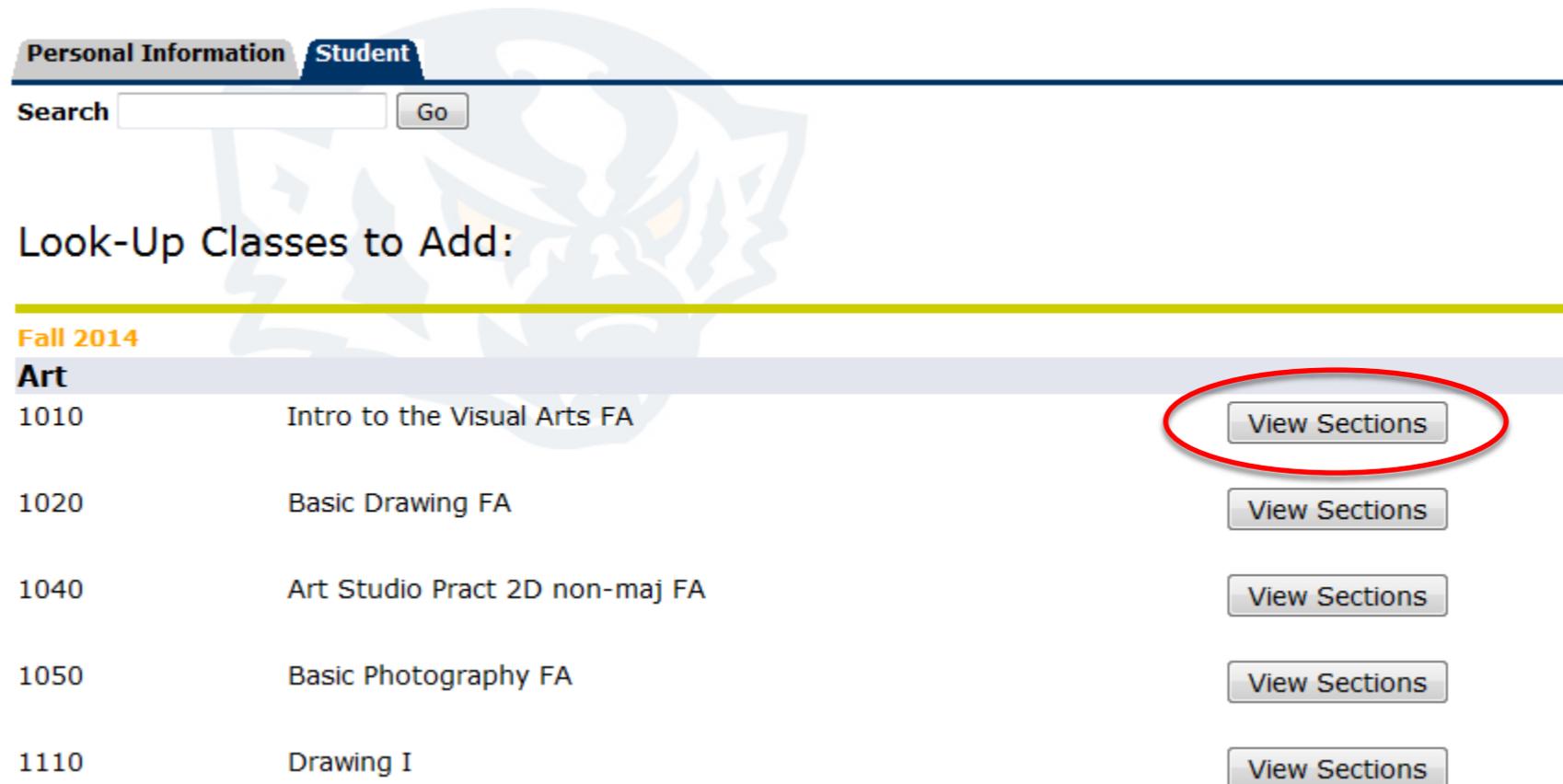
**ATTENTION:** Classes are scheduled on multiple campuses. M is for the main campus. Be sure to select the campus from the 7th item down that you plan to attend.

**Subject:**

- Accounting
- Agricultural Business
- Agriculture
- Allied Health
- Anthropology
- Art
- Art History
- Automotive Technology
- Biology
- Business

# Waitlisting

- Select a course and click the corresponding button labeled View Sections.



Personal Information **Student**

Search

Look-Up Classes to Add:

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**Fall 2014**

**Art**

1010	Intro to the Visual Arts FA	<input type="button" value="View Sections"/>
1020	Basic Drawing FA	<input type="button" value="View Sections"/>
1040	Art Studio Pract 2D non-maj FA	<input type="button" value="View Sections"/>
1050	Basic Photography FA	<input type="button" value="View Sections"/>
1110	Drawing I	<input type="button" value="View Sections"/>

# Waitlisting

## • Search Results –

Personal Information **Student**

Search

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

Look-Up Classes to Add:

00169543 Albert Einstein  
Fall 2014  
Jun 09, 2014 03:27 pm

 To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

**ATTENTION:** The **Cmp** column (column 6) below stands for Campus and signifies which campus the class is taught.  
**M** is for the main campus in Ephraim and **R** is for the campus in Richfield.  
Be sure the classes you choose are on the campus you plan to attend.

### Sections Found

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	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	4184	ART	1010	001	M	3.000	Intro to the Visual Arts FA	MTWRF	09:30 am-10:20 am	2	2	0	20	0	20	0	0	0	Stephen Hawking (P)	08/20-10/10	HLIB 101B	Fine Arts
<input type="checkbox"/>	5857	ART	1010	002	M	3.000	Intro to the Visual Arts FA	MTWR	12:30 pm-01:45 pm	36	0	36	20	0	20	0	0	0	Bradley L. Taggart (P)	10/13-12/08	LPB 217	Fine Arts
<input type="checkbox"/>	5468	ART	1010	101	M	3.000	Intro to the Visual Arts FA	MWF	01:00 pm-01:50 pm	30	0	30	20	0	20	0	0	0	Jeremy J. Beal (P)	08/20-12/12	LPB 107	Fine Arts
<input type="checkbox"/>	5904	ART	1010	102	M	3.000	Intro to the Visual Arts FA	TR	08:00 am-09:15 am	30	0	30	0	0	0	0	0	0	Jeremy J. Beal (P)	08/20-12/12	LPB 107	Fine Arts
<input type="checkbox"/>	5903	ART	1010	206	M	3.000	Intro to the Visual Arts FA	TR	08:00 am-09:15 am	20	0	20	20	0	20	0	0	0	Jeremy J. Beal (P)	08/20-12/12	LPB 107	Fine Arts

# Waitlisting

- **Cap:** Number of students that can register for the class
- **Act:** Actual number of students registered for the class
- **Rem:** Remaining seats available

Personal Information Student

Search

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

Look-Up Classes to Add: 00169543 Albert Einstein  
Fall 2014  
Jun 09, 2014 03:27 pm

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Be sure the classes you choose are on the campus you plan to attend.

Sections Found

Art

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	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	4184	ART	1010	001	M	3.000	Intro to the Visual Arts FA	MTWRF	09:30 am-10:20 am	2	2	0	20	0	20	0	0	0	Stephen Hawking (P)	08/20-10/10	HLIB 101B	Fine Arts
<input type="checkbox"/>	5857	ART	1010	002	M	3.000	Intro to the Visual Arts FA	MTWR	12:30 pm-01:45 pm	36	0	36	20	0	20	0	0	0	Bradley L. Taggart (P)	10/13-12/08	LPB 217	Fine Arts
<input type="checkbox"/>	5468	ART	1010	101	M	3.000	Intro to the Visual Arts FA	MWF	01:00 pm-01:50 pm	30	0	30	20	0	20	0	0	0	Jeremy J. Beal (P)	08/20-12/12	LPB 107	Fine Arts
<input type="checkbox"/>	5904	ART	1010	102	M	3.000	Intro to the Visual Arts FA	TR	08:00 am-09:15 am	30	0	30	0	0	0	0	0	0	Jeremy J. Beal (P)	08/20-12/12	LPB 107	Fine Arts
<input type="checkbox"/>	5903	ART	1010	206	M	3.000	Intro to the Visual Arts FA	TR	08:00 am-09:15 am	20	0	20	20	0	20	0	0	0	Jeremy J. Beal (P)	08/20-12/12	LPB 107	Fine Arts

# Waitlisting

- WL = Waitlist
- WL Cap: Number of students that can be on the waitlist
- WL Act: Number of students that are on the waitlist
- WL Rem: Number of open seats on the waitlist

Personal Information **Student**

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

Look-Up Classes to Add: 00169543 Albert Einstein  
Fall 2014  
Jun 09, 2014 03:27 pm

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**ATTENTION:** The **Cmp** column (column 6) below stands for Campus and signifies which campus the class is taught. **M** is for the main campus in Ephraim and **R** is for the campus in Richfield. Be sure the classes you choose are on the campus you plan to attend.

**Sections Found**

**Art**

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	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	4184	ART	1010	001	M	3.000	Intro to the Visual Arts FA	MTWRF	09:30 am-10:20 am	2	2	0	20	0	20	0	0	0	Stephen Hawking (P)	08/20-10/10	HLIB 101B	Fine Arts
<input type="checkbox"/>	5857	ART	1010	002	M	3.000	Intro to the Visual Arts FA	MTWR	12:30 pm-01:45 pm	36	0	36	20	0	20	0	0	0	Bradley L. Taggart (P)	10/13-12/08	LPB 217	Fine Arts
<input type="checkbox"/>	5468	ART	1010	101	M	3.000	Intro to the Visual Arts FA	MWF	01:00 pm-01:50 pm	30	0	30	20	0	20	0	0	0	Jeremy J. Beal (P)	08/20-12/12	LPB 107	Fine Arts
<input type="checkbox"/>	5904	ART	1010	102	M	3.000	Intro to the Visual Arts FA	TR	08:00 am-09:15 am	30	0	30	0	0	0	0	0	0	Jeremy J. Beal (P)	08/20-12/12	LPB 107	Fine Arts
<input type="checkbox"/>	5903	ART	1010	206	M	3.000	Intro to the Visual Arts FA	TR	08:00 am-09:15 am	20	0	20	20	0	20	0	0	0	Jeremy J. Beal (P)	08/20-12/12	LPB 107	Fine Arts

# Waitlisting

- Write down the CRN for the class you want to waitlist
- Click Add to Worksheet

Personal Information **Student**

Search   RETURN TO MENU SITE MAP HELP EXIT

Look-Up Classes to Add: 00169543 Albert Einstein  
Fall 2014  
Jun 09, 2014 03:27 pm

 To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

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Be sure the classes you choose are on the campus you plan to attend.

**Sections Found**  
**Art**

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	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	4184	ART	1010	001	M	3.000	Intro to the Visual Arts FA	MTWRF	09:30 am-10:20 am	2	2	0	20	0	20	0	0	0	Stephen Hawking (P)	08/20-10/10	HLIB 101B	Fine Arts
<input type="checkbox"/>	5857	ART	1010	002	M	3.000	Intro to the Visual Arts FA	MTWR	12:30 pm-01:45 pm	36	0	36	20	0	20	0	0	0	Bradley L. Taggart (P)	10/13-12/08	LPB 217	Fine Arts
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<input type="checkbox"/>	5904	ART	1010	102	M	3.000	Intro to the Visual Arts FA	TR	08:00 am-09:15 am	30	0	30	0	0	0	0	0	0	Jeremy J. Beal (P)	08/20-12/12	LPB 107	Fine Arts
<input type="checkbox"/>	5903	ART	1010	206	M	3.000	Intro to the Visual Arts FA	TR	08:00 am-09:15 am	20	0	20	20	0	20	0	0	0	Jeremy J. Beal (P)	08/20-12/12	LPB 107	Fine Arts

# Waitlisting

- Enter the CRN into the CRN box
- Click Submit Changes

**Personal Information** **Student**

Search

Add/Drop Classes:

---

 Use this page to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed, you cannot drop the class.

**SPECIAL NOTE:** Tuition and fees are due by the end of third week, OR a payment plan must be set up. Late fees of \$70 will be assessed after the third week.

**ATTENTION:** Classes are scheduled on multiple campuses. M is for the main campus in Ephraim and R is for the campus in Richfield. Be sure to select the correct campus.

**NOTE:** Dropping classes does NOT release you from your financial obligation. You will be charged according to the refund policy.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Apr 22, 2014	None	4060	HIST	1700	001	Undergraduate	3.000	Standard	Letter	American Civilization AI
Registered on Apr 29, 2014	None	4105	PHSC	1000	001	Undergraduate	3.000	Standard	Letter	Interdisciplinary Phys Sc PS

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Jun 09, 2014 03:30 pm

**IMPORTANT NOTE:**  
CRN's for classes that are corequisite must be entered at the same time.

Add Classes Worksheet

CRNs					
4184	<input type="text"/>				

# Waitlisting

- When you click Submit Changes, the screen will display: "Registration Add Errors"

Personal Information Student

Search  Go

Add/Drop Classes:

---

 Use this page to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are available, you may need to contact the Registrar's Office.

**SPECIAL NOTE:** Tuition and fees are due by the end of third week, OR a payment plan must be set up. Late fees of \$70 will be assessed a week after the end of the third week.

**ATTENTION:** Classes are scheduled on multiple campuses. M is for the main campus in Ephraim and R is for the campus in Richfield. Be sure to select the correct campus.

**NOTE:** Dropping classes does NOT release you from your financial obligation. You will be charged according to the refund policy.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Apr 22, 2014	None	4060	HIST	1700	001	Undergraduate	3.000	Standard	Letter	American Civilization AI
Registered on Apr 29, 2014	None	4105	PHSC	1000	001	Undergraduate	3.000	Standard	Letter	Interdisciplinary Phys Sc PS

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Jun 09, 2014 03:33 pm

 Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None	4184	ART	1010	001	Undergraduate	3.000	Standard	Letter	Intro to the Visual Arts FA

Add Classes Worksheet

CRNs

<input type="text"/>										
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Submit Changes Class Search Reset

# Waitlisting

- Click on the drop down box and select Waitlist
- Click Submit Changes

Personal Information **Student**

Search

Add/Drop Classes:

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 Use this page to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Register Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in

**SPECIAL NOTE:** Tuition and fees are due by the end of third week, OR a payment plan must be set up. Late fees of \$70 will be assessed after third

**ATTENTION:** Classes are scheduled on multiple campuses. M is for the main campus in Ephraim and R is for the campus in Richfield. Be sure the clas

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Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Apr 22, 2014	None	4060	HIST	1700	001	Undergraduate	3.000	Standard	Letter	American Civilization AI
Registered on Apr 29, 2014	None	4105	PHSC	1000	001	Undergraduate	3.000	Standard	Letter	Interdisciplinary Phys Sc PS

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Jun 09, 2014 03:33 pm

 Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None None Waitlist	4184	ART	1010	001	Undergraduate	3.000	Standard	Letter	Intro to the Visual Arts FA

Add Classes Worksheet

CRNs

<input type="text"/>					
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[ View Holds ]

RFI FASF: 8.5.1

# Waitlisting

- After submitting your changes you will be able to view the classes for which you are registered and waitlisted.

**Personal Information** **Student**

Search

---

Add/Drop Classes:

---

 Use this page to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed

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Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Apr 22, 2014	None	4060	HIST	1700	001	Undergraduate	3.000	Standard	Letter	American Civilization AI
Registered on Apr 29, 2014	None	4105	PHSC	1000	001	Undergraduate	3.000	Standard	Letter	Interdisciplinary Phys Sc PS
Waitlist on Jun 09, 2014	None	4184	ART	1010	001	Undergraduate	0.000	Standard	Letter	Intro to the Visual Arts FA

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Jun 09, 2014 03:55 pm

Add Classes Worksheet

**CRNs**

# Waitlisting

- To view your position on the Waitlist – Click the Student tab

Personal Information **Student**

Search

Add/Drop Classes:

Use this page to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed

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Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Apr 22, 2014	None	4060	HIST	1700	001	Undergraduate	3.000	Standard	Letter	American Civilization AI
Registered on Apr 29, 2014	None	4105	PHSC	1000	001	Undergraduate	3.000	Standard	Letter	Interdisciplinary Phys Sc PS
Waitlist on Jun 09, 2014	None	4184	ART	1010	001	Undergraduate	0.000	Standard	Letter	Intro to the Visual Arts FA

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Jun 09, 2014 03:55 pm

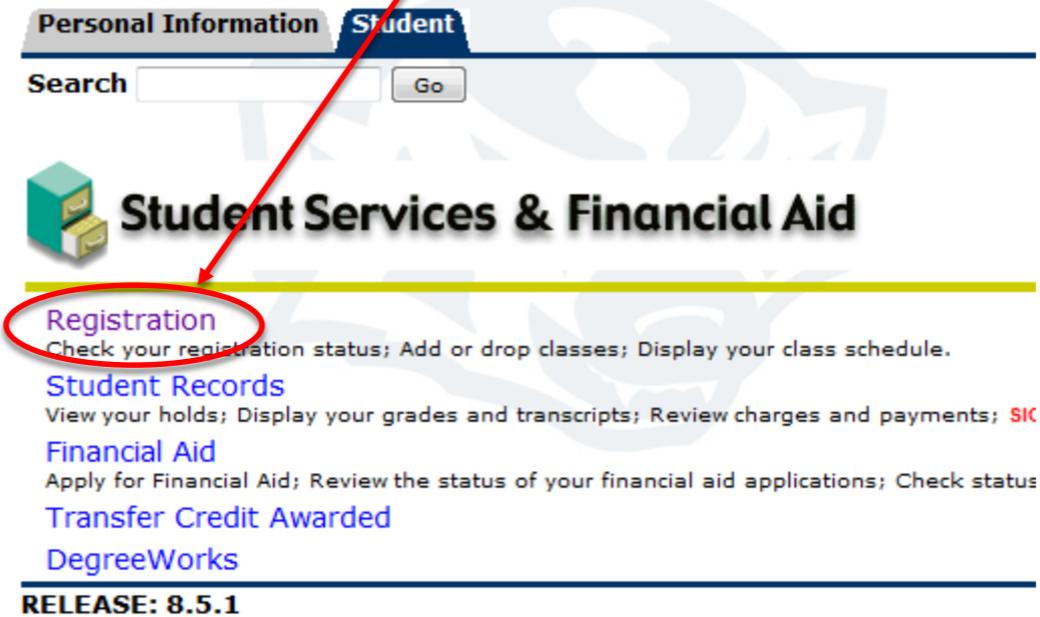
Add Classes Worksheet

CRNs

<input type="text"/>					
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# Waitlisting

- Click on Registration



Personal Information **Student**

Search

 **Student Services & Financial Aid**

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[Registration](#)  
Check your registration status; Add or drop classes; Display your class schedule.

[Student Records](#)  
View your holds; Display your grades and transcripts; Review charges and payments; **SIC**

[Financial Aid](#)  
Apply for Financial Aid; Review the status of your financial aid applications; Check status

[Transfer Credit Awarded](#)

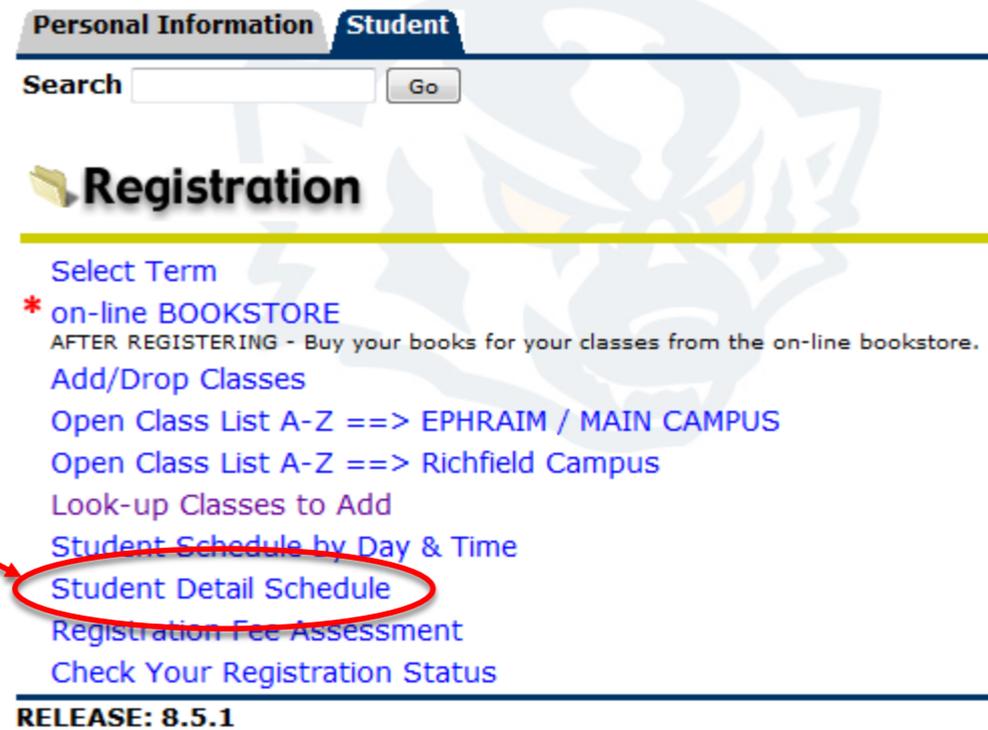
[DegreeWorks](#)

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**RELEASE: 8.5.1**

# Waitlisting

- Click on Student Detail Schedule



Personal Information **Student**

Search  Go

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 **Registration**

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Select Term

\* on-line BOOKSTORE  
AFTER REGISTERING - Buy your books for your classes from the on-line bookstore.

Add/Drop Classes

Open Class List A-Z ==> EPHRAIM / MAIN CAMPUS

Open Class List A-Z ==> Richfield Campus

Look-up Classes to Add

Student Schedule by Day & Time

**Student Detail Schedule**

Registration Fee Assessment

Check Your Registration Status

---

RELEASE: 8.5.1

# Waitlisting

- View your Waitlist Position

Personal Information **Student**

Search

---

Student Detail Schedule:

---

Total Credit Hours: 6.000

**Intro to the Visual Arts FA - ART 1010 - 001**

**Associated Term:** Fall 2014  
**CRN:** 4184  
**Status:** Waitlist on Jun 09, 2014  
**Waitlist Position:** 1  
**Notification Expires:**

**Assigned Instructor:** Stephen Hawking  **Course Evaluation**

**Grade Mode:** Standard Letter  
**Credits:** 0.000  
**Level:** Undergraduate  
**Campus:** Main/Ephraim Campus

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:30 am - 10:20 am	MTWRF	Huntsman Library 101B	Aug 20, 2014 - Oct 10, 2014	Lecture	Stephen Hawking (P) 

Once your waitlist position changes to 0, you will receive an email notification, to your preferred email address, stating that you can now add the class. You will have 24 hours from the time the email was sent to register for the class.

# Waitlisting

## Waitlist Positions –

- When you add yourself to a waitlist, you will be assigned a waitlist position on a first-come first-served basis.
- If your waitlist position is 1 (one), you are next in line to receive an email notification when an open seat becomes available.
- If your waitlist position is 1 when a seat becomes available, you will move into the number 0 (zero) position and an email will be sent to your preferred email address entered into Badgerweb.
- With a 0 position you will be able to register for the class.

# Waitlisting

## Sample Email –

From: Registrar Snow  
Sent: Thursday, June 12, 2014 12:05 PM  
To: Registrar Snow  
Subject: Waitlist Notification for 4184

Dear Albert ( 00169543 ),

Fall 2014 Waitlist Notification

You placed yourself on a WAITLIST for Art 1010 section 001 (CRN: 4184 ) for Fall 2014 .

An open seat is now available and if you want to register for this seat, you must do so by 13-JUN-2014 12:05 PM .

- Login to the Badger Web System: [www.snow.edu/badgerweb](http://www.snow.edu/badgerweb)
  - Click LOGIN
  - Enter your Badger ID and PIN
  - Choose 'Student Services', then 'Registration'
  - Select 'Add/Drop Classes'
  - Select the Correct Term
  - Choose 'Web Registered' to add the class or 'Drop Web' to remove your name from the waitlist
  - Click 'Submit Changes' at the bottom of the page
- If you drop the waitlisted class instead of adding it, you can still register for it prior to 13-JUN-2014 12:05 PM
- Click Student Services -> Registration -> Add/Drop Classes -> Fall 2014
  - Type the CRN in the Add Classes Worksheet -> Click 'Submit Changes'
- If you add the class be sure to check your account balance. All tuition and fees are due by the end of the third week of the semester. Any registration hold that you may have on your student account will prevent you from registering for classes. If you fail to register, you will automatically be removed from the WAITLIST ON 13-JUN-2014 12:05 PM .

You will NOT receive a notification of this action.

For more information on waitlisting, please visit us at <http://www.snow.edu/waitlist>

Snow College

Office of the Registrar

[registrar@snow.edu](mailto:registrar@snow.edu)

# Waitlisting

- To Register for a class you previously waitlisted

- Log in to Badgerweb
- Go to Add or Drop Classes
- Click on the drop down arrow on the class for which you are waitlisted
- Click Web Registered
- Click Submit Changes

Personal Information Student

Search

Add/Drop Classes:

**Use this page 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 Sur Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Acti**

**SPECIAL NOTE:** Tuition and fees are due by the end of third week, OR a payment plan must be set up. Late fees of \$70 will be assessed after third week.

**ATTENTION:** Classes are scheduled on multiple campuses. M is for the main campus in Ephraim and R is for the campus in Richfield. Be sure the classes you

**NOTE:** Dropping classes does NOT release you from your financial obligation. You will be charged according to the refund policy.

Current Schedule

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Registered on Apr 22, 2014	None	4060	HIST	1700	001	Undergraduate	3.000	Standard	Letter	American Civilization AI
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Waitlist on Jun 09, 2014	None	4184	ART	1010	001	Undergraduate	0.000	Standard	Letter	Intro to the Visual Arts FA

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Jun 12, 2014 12:05 pm

Add Classes Worksheet

CRNs

[ View Holds ]

# Waitlisting

## • To Drop Waitlisted Courses

- Log in to Badgerweb
- Go to Add or Drop Classes
- Click on the drop down arrow on the class for which you are waitlisted
- Click Drop Web
- Click Submit Changes

Personal Information Student

Search  Go

Add/Drop Classes:

Use this page 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 Sur Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Acti

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Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Jun 12, 2014 12:05 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[ View Holds ]

During the 24-hour window, a student can add or drop the waitlisted class in the Add or Drop Classes screen in Badgerweb. To add the class, enter the CRN in the 'Add Classes Work sheet' and click Submit Changes. This will register the student for the course.

# Waitlisting

When you receive a waitlist email notifying you that you can now add the waitlisted class (unless you have a hold), there are a few steps you need to take:

1. See if you are registered for the same class, but in a different section.
2. If you are registered for the same class, but in a different section, you will need to drop the section you are registered for to be able to add the waitlisted section.
3. Make sure that you will not have a time conflict with the waitlisted class for which you are going to register.
4. Register for the waitlisted section.

\* If you are waitlisted for other sections that you no longer want, PLEASE drop them!

This will enable other students to move up on the waitlist.

# Waitlisting

## Summary

- Log in to Badgerweb
- Register for classes
- If classes are full, add yourself to a waitlist
- Check your email often for waitlist notifications
- Clear all holds as soon as possible to prevent registration problems
- Make sure your fees are paid in full!
- To waitlist a class, you must meet all course requirements