

Waitlist Instructions for SGOCE Classes

If you attempt to register for a School of Graduate, Online, and Continuing Education (SGOCE) course in College Scheduler and receive this error message (specific to the course you're trying to add):

Waitlist

The following courses are full but have room on the waitlist.

Select the courses that you would like to waitlist.

- MGMT-9170, 53, Farr, Gary Scott

OK

you can put yourself on a waitlist for the course by simply checking the box next to the course(s) for which you would like to be added to the waitlist. You will be asked to confirm by clicking continue.

Once added to the waitlist, College Scheduler will display this message:

Registration Results

 You have been successfully registered for the following courses.

MGMT-9170, 53, Farr, Gary Scott

- Class waitlisted

OK

Please note: while the message suggests you are registered for the course, your actual status is listed under the course: Class waitlisted.

You can also confirm your status by viewing your current schedule in College Scheduler:

[Build Schedule](#) [Registration Cart \(0\)](#) **[Current Schedule \(3\)](#)**

Add "," comma for multiple adds (e.g., 1234, 1200)

	CRN #	Status	Section	Subject	Course	Instru
 	17865	Wait Listed	53	MGMT	9170	Farr, Gar
Restrictions Title: Corporate Finance						
 	19225	Enrolled	51	MGMT	9380	Simion, I Gheol
Restrictions Title: Analytics: Quality/Ethics/Law						
 	19226	Enrolled	51	MGMT	9390	Simion, Der
Restrictions Title: Managing Business Analytics						

You may make adjustments to your schedule from this tab including removing yourself from the waitlist by choosing the Edit or Drop Classes button at the top of the screen.

Lastly, you will also receive a confirmation email to your Fitchburg State email address that you've been added to the waitlist. The email will contain information relative to how the waitlist process works as well as a link to remit payment within 24 hours of receipt so as to avoid being deregistered. Should this happen, you will need to add yourself back to the end of the waitlist.

Adding yourself to the waitlist lets us know that more students need a particular course, so we can consider adding an additional section if needed. This function is only available for SGOCE courses section #'s 51-59.