

Waitlist Instructions for GCE Classes

If you attempt to register for a Graduate and Continuing Education course in Web4 and the error message says “course closed”, you can put yourself on a waitlist for the course. This lets us know that more students need a particular course, so we can consider adding a second section if needed. This function is only available for GCE courses section #'s 51-59.

1. Enter the CRN for the course you want to register for and hit “Submit Changes”:

All GCE students must pay at time of registration.

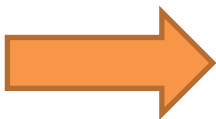
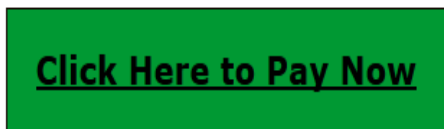


Add Classes Worksheet

CRNs				
40412				

2. You will receive a “Registration Add Errors” message because the course is full:

All GCE students must pay at time of registration.



Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	None	40412	EXSS	2071	51	Undergraduate	4.000	Graded	Exercise Physiology I

3. Select the “Wait Listed” option from the drop down menu and then hit “Submit Changes”:

All GCE students must pay at time of registration.

[Click Here to Pay Now](#)

Registration Add Errors

Status	Action	CRN	Subj	Cred	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	Wait Listed					Undergraduate	4.000	Graded		Exercise Physiology I



Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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4. Your name is now added to the wait list for this GCE course. If a seat opens, a staff member of the Registrar’s Office will contact you by phone at the number on file for you. You must register as soon as you receive the phone call. Full payment for a GCE course is due at the time of registration.