HOW TO ADD TO A WAIT LISTED COURSE

Sign into myShelton – http://mysheltonssb.sheltonstate.edu

Click Student, Registration, and then Add or Drop Classes.

Search for the class to be added and identify the CRN.

Below is an example of the class listings for a particular course. At first glance, one appears to be open (□) and the other closed (C). However, both classes below are examples where both have waitlists (WL CAP> 0) and have students already on the wait list (WL Act > 0).

How to be added to the wait list for a class.

1. If there is a □, you may select the checkbox and click REGISTER. You will receive a Registration Add Error – “Open – Reserved for Wait List”. Under the Action heading change the dropdown from “none” to “Wait Listed”. Click Submit Changes. (See below)

2. If there is a C, you must enter the CRN number into the Worksheet. At the bottom of the class listing, Click “Add to WorkSheet”. Enter the CRN number. Click Submit Changes. You will receive a Registration Add Error – “Closed – Wait Listed”. Under the Action heading change the dropdown from “none” to “Wait Listed”. Click Submit Changes. (See below)

3. Select “Wait Listed” in the Action field

4. Click Submit Changes.

5. The Status for the course is now Wait Listed
How to add the class once a class becomes available.

Once a seat becomes available, you will receive an email notifying you that you may add the course. Sign in to myShelton, under add/drop, select “Registered via Web” to add the course. If you do not plan to register for this course, click “Drop Class via Web”.

Note: This notification will be sent to the email address that you have designated as your preferred email address within myShelton. You may verify your email address by clicking on the Personal Information tab and clicking on View or Update E-mail Addresses.

Click Submit Changes.

Your status will change to “Registered via Web”.