



## Waitlisting a Class in Student Center

A guide for students at the University of Pittsburgh

### Overview of Pilot

Students can now waitlist undergraduate classes in PeopleSoft for the spring 2012-2013 academic term. Wait lists are available for single component classes; you cannot waitlist a class with a lab or recitation. You may waitlist up to eight units (credits) until the day before the Add/Drop enrollment period ends (until 11:59pm Thursday, January 17, 2013). There is no tuition charge to waitlist a class.

The number of class enrollment seats determines how many seats are available on the waiting list, as follows:

Enrollment Capacity	Wait List Seats
Classes with fewer than 10	Equal to the enrollment capacity (<10)
Classes with 10 to 19 enrollment slots	10 wait list seats available
Classes with 20 or more seats	20 wait list seats will be made available

### Waiting→Enrolled

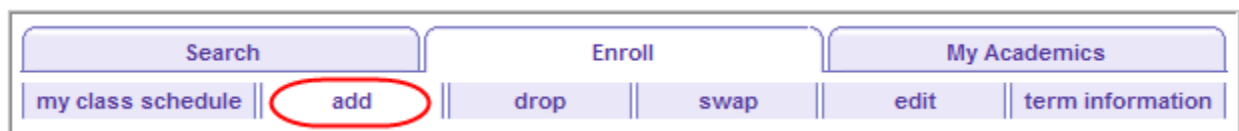
If a seat becomes available in a waitlisted class, the system will automatically enroll the student holding the *first* seat on the wait list. Within 24 hours you should receive an email notification that you were successfully enrolled. Check your Student Center Term Schedule often if you are waiting for a class.

Once you become enrolled for the class, you will be charged for that class just as if you had added it normally.

### Waitlist Using Add a Class in Student Center

Self-enrollment enables students to add, drop, swap, and edit class enrollments. Log in to **My Pitt** (my.pitt.edu) with your University Computing Account username and password. Next, click the **Student Center** link on the right of the page. Next, click **Self Service** and then click **Student Center**.

From your Student Center, click the **Enroll** link, and then select the **add** tab.



**Note:** In certain situations, you may wish to waitlist a class using the swap feature, discussed later in this guide.

### Term Selection

If this is your first term of enrollment, the system will select your admit term for you as the term for which you will enroll. In this case, skip to the next section: **Steps to Waitlist a Class**.

When this is not your first term of enrollment, you are presented with a term selection page. Select the **term** for which you wish to enroll, and then click **Continue**.

**My Class Schedule**

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Fall Term 2012-2013	Undergraduate	University of Pittsburgh
<input checked="" type="radio"/>	Spring Term 2012-2013	Undergraduate	University of Pittsburgh

## How to Waitlist a Class

Waitlisting is a two-part process involving the student registering for the class and the Office of the University Registrar moving students from the wait list onto the class roster. First, let's sign up for a class wait list.

### Step 1 – Sign up for Wait List

Once a term has been selected, follow these steps to add your name to a class wait list:

1. Run a **Class Search** to see how many seats (if any) are available in the class and how many students are already on the wait list. Uncheck **Show Only Open Classes**.

**Institution** University of Pittsburgh

**Term** 2134 Spring Term 2012-2013

**Current & Upcoming Terms**

Term	Description
2131	Fall Term 2012-2013
2134	Spring Term 2012-2013
2137	Summer Term 2012-2013

Select at least 2 search criteria. Click Search to view your search results.

**Class Search Criteria**

**Course Subject**  HIST History

**Course Number** is exactly 0487

**Course Career**


**Show Open Classes Only**

Show Open Entry/Exit Classes Only

- On the **Search Results** page, review the class availability. Notice that the class status has a yellow triangle to indicate available seats on the *Wait List*. Click **Select Class**.

HIST 0487 - WORLD WAR II IN ASIA

View All Sections First 1 of 1 Last

Section 1090-LEC(22769) Campus Pittsburgh Campus Status 

Available Seats

Unstr	Rstr	Wait
0	0	20


[select class](#)

Days & Times	Room	Instructor	Meeting Dates
TuTh 11:00AM - 12:15PM	TBA	Pittsburgh Faculty	01/07/2013 - 04/19/2013

- On the **Enrollment Preferences** page, view the current class status (open or closed). Then select **Wait List if Class is Full**, enter your **Permission Number** (if needed), and click **Next**. You will still need to meet all of the registration requirements to get on the Wait List.

HIST 0487 - WORLD WAR II IN ASIA

Class Preferences

HIST 0487-1090 Lecture  Wait List

Wait List  Wait list if class is full

Permission Nbr

Grading

Units 3.00

[CANCEL](#) [NEXT](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
1090	Lecture	TuTh 11:00AM - 12:15PM	TBA	Pittsburgh Faculty	01/07/2013 - 04/19/2013



**Note:** Once the class reaches its wait list capacity, the wait list option disappears and the class appears closed. For more instructions on using *Class Search*, refer to the *Searching for Classes and Course Information Online* help sheet. Click **Learn More** just below the Student Center link.

4. Review your *Shopping Cart*, and select **Proceed to Step 2 of 3**

**Add Classes** 1 2 3

**1. Select classes to add**

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✔ HIST 0487 has been added to your Shopping Cart.

Spring Term 2012-2013 | Undergraduate | University of Pittsburgh change term

● Open ■ Closed ▲ Wait List

**Add to Cart:**

Enter Class Nbr  
 enter

Find Classes  
 Class Search

search

Spring Term 2012-2013 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑️	<a href="#">HIST 0487-1090 (22769)</a>	TuTh 11:00AM - 12:15PM	TBA	P. Faculty	3.00	▲

PROCEED TO STEP 2 OF 3

5. Click **Accept the terms and register**.

**Add Classes** 1 2 3

**2. Register and agreement to pay (Promissory Note)**

Once I register for a course, I become responsible for payment of the resulting tuition, fees and other associated financial obligations. By proceeding with my registration, in exchange for being permitted to register for and attend classes, I am entering into a Promissory Note ("Agreement") with the University obligating me to pay all outstanding monies owed to the University not paid by loans, scholarships, grants and/or other payments. Payments are due by the due date displayed in each Electronic Bill posted for me in PittPAY.

Should I fail to pay any outstanding balances in full when due, I agree that a monthly \$50 late fee will be assessed to my balance. I further agree that should my account become delinquent, the University will assess a collection fee of \$100 and may withhold future registration or schedule adjustments, the awarding of any degree(s) or diplomas, and/or grades and official transcripts. Further, if I am delinquent, the University may pursue litigation against me, transfer my account to a collection agency and/or report any delinquency to credit bureau(s). In addition to my balance, I agree to pay the University's costs and fees, including attorneys' fees, incurred in any litigation or collection activity resulting from my failure to pay under this Agreement.

I authorize the University of Pittsburgh and its agents, representatives, attorneys and contractors (including collection agencies) to contact me through my mobile phone, home phone and email, including by way of text and automated message calls, for purposes of collecting any portion of my student financial obligation which is past due.

My withdrawal effective date, if any, will determine the amount of credit that I may be eligible to receive pursuant to University policy 09-05-08 Termination of Registration (<http://www.cfo.pitt.edu/policies/policy/09/09-05-08.html>), and the Resignation and Title IV Refund Policy links found at [www.payments.pitt.edu](http://www.payments.pitt.edu).

I have read this Agreement and understand it. By clicking the **ACCEPT TERMS AND REGISTER** button, I affix my electronic signature, consent to this Agreement and agree to pay the University my outstanding balance, plus fees and costs as set forth above.

Spring Term 2012-2013 | Undergraduate | University of Pittsburgh

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
HIST 0487-1090 (22769)	WORLD WAR II IN ASIA (Lecture)	TuTh 11:00AM - 12:15PM	TBA	P. Faculty	3.00	▲

CANCEL
PREVIOUS
ACCEPT TERMS AND REGISTER

6. You have been successfully waitlisted for this class.

**Add Classes** 1 2 3

**3. View results**

View the following status report for enrollment confirmations and errors:

Spring Term 2012-2013 | Undergraduate | University of Pittsburgh

Success: enrolled
  Error: unable to add class

Class	Message	Status
HIST 0487	<b>Message:</b> Class 22769 is full. You have been placed on the wait list in position number 1.	<input checked="" type="checkbox"/>

[MY CLASS SCHEDULE](#)
[ADD ANOTHER CLASS](#)

To repeat this process and add or waitlist another class, click **Add Another Class**.

To return to Student Center and view your current schedule for this term, click **My Class Schedule**.

Spring Term 2012-2013 | Undergraduate | University of Pittsburgh [change term](#)

[View Textbook Summary](#)

**Class Schedule Filter Options**

Show Enrolled Classes
  Show Dropped Classes
  Show Waitlisted Classes
 [filter](#)

**HIST 0487 - WORLD WAR II IN ASIA**

Status	Waitlist Position	Units	Grading	Grade	Deadlines
Waiting	1	3.00	Letter Grade		

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
22769	<a href="#">1090</a>	Lecture	TuTh 11:00AM - 12:15PM	TBA	Richard Smethurst	01/07/2013 - 04/19/2013

Once the Wait List capacity has been reached, the class status returns to closed and the number of Wait seats that appear under Available Seats in the Class Search results returns to zero:

View All Sections First 1 of 1 Last

Section [1090-LEC\(22769\)](#) Campus Pittsburgh Status

Available Seats: Unrstr 0 Rstr 0 Wait 0

Days & Times	Room	Instructor	Meeting Dates
TuTh 11:00AM - 12:15PM	TBA	Pittsburgh Faculty	01/07/2013 - 04/19/2013

## Step 2—View Added Class

Next, the Office of the University Registrar runs a daily process that moves any waitlisted students onto the class rosters with open seats. You will receive an email that you were successfully enrolled in the class. To verify your enrollment, check the **My Class Schedule** page in your Student Center.

HIST 0487 - WORLD WAR II IN ASIA						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Letter Grade				
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
22769	<a href="#">1090</a>	Lecture	TuTh 11:00AM - 12:15PM	TBA	Richard Smethurst	01/07/2013 - 04/19/2013



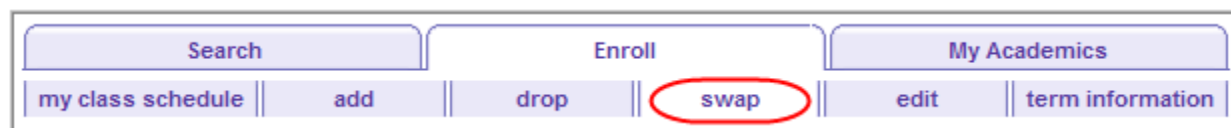
**Note:** Your chances of being enrolled in the waitlisted class depend on your position on the wait list.

## Waitlist Using Swap a Class in Student Center

Students should use the Swap feature of self-enrollment to waitlist a class in the following situations:

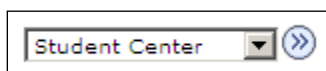
1. *You cannot be enrolled in two sections of the same class.* Therefore, if you are already enrolled in another section of the class you wish to waitlist, use swap to waitlist a second section of that class. Otherwise, you must drop the enrolled section to be moved from the wait list.
2. *Time conflicts must be resolved before enrollment is successful.* If you wish to wait list a class that will create a known time conflict (both sections are held at the same time), use the swap feature to drop the enrolled class and waitlist the second. If you get on a wait list using the add feature, you cannot be auto-enrolled into the second class until you drop the conflicting class.
3. *You cannot exceed the maximum number of units for a term.* If you have already reached that maximum for enrolled classes, you cannot move from the wait list and auto-enroll into a section that would exceed that limit.

From your Student Center, click the **Enroll** link, and then select the **swap** tab. Then follow the same steps above to waitlist a class using the **add** feature.



## Return to Your Student Center

Use the **Go To** options list at the top right or bottom left of any details page to return to your **Student Center**. Click the drop-down menu to select **Student Center**, then click the double arrows (>>).



## Need Help?

Refer to the Office of the University Registrar Web site to review Frequently Asked Questions about waitlisting and the class enrollment process at <http://www.registrar.pitt.edu/enrollment.html>.

For technical assistance, contact the Technology Help Desk at 412-624-**HELP** [4357] or email [helpdesk@pitt.edu](mailto:helpdesk@pitt.edu).