ONLINE WAITLISTING

Waitlisting Process

Currently you can waitlist for a select set of courses on campus. This process allows you to be auto-notified when a spot is available for a fully enrolled course, and holds that spot for you for 24 hours.

Waitlisting is currently available on select courses, and is outlined in the text for any section that is currently involved with the program. You will be able to waitlist for these courses up until the Thursday before the last day to add a class without an add/drop slip; after that, the waitlist will be purged and you will have to get the instructors permission to get into a full course using the normal Add/Drop Form.

From CatCourse

Once in CatCourse, to find courses that may be full but that have openings on their waitlist, click Change on Course Status, which will bring up a new set of options for you to select from.

To make sure that you’re only finding courses that are open, or that have waitlisting available, select the Open & Full w/ Waitlist Open option, and click Save.

This assures that if you find select a course with 0 open seats that the course has a waitlist available for you to be placed in.

To see the number of open seats that are in a section (and to filter down your selection) you may do either of the following:
Pre-Schedule Builder:

From the list of courses that you’ve added to your scheduler on the left-hand side of CatCourse click the **Options** button for the course that you want to review sections.

Which will bring up a list of available sections for that specific course. There is a column in this that will allow you to see the number of available seats (but not the size of the waitlist). Anything that is at 0 open seats can be assumed to have a waitlist because of our previous selection of only looking at **Full courses with open waitlisting**.

During Schedule Building:

You are able to review individual section information on your scheduling view as you’re viewing generated schedules, if you click on the section that you want to review, a pop-up will give you all of the detailed information about the section; including the number of open seats. Anything that is at 0 open seats can be assumed to have a waitlist because of our previous selection of only looking at **Full courses with open waitlisting**.
Registration Cart:
Once you’re satisfied with your schedule, and click Send to Registration Cart you will be brought to a MyInfo screen confirming your course selection. You will also be notified of the size of any waitlist that you will be on, along with each section’s status.

CatCourse Registration Cart

Welcome to the CatCourse Registration Cart.

Classes in the Registration Cart

<table>
<thead>
<tr>
<th>Select CRN</th>
<th>Subj Crse</th>
<th>Sec Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>32045 M</td>
<td>121Q 001</td>
<td>College Algebra</td>
<td>Section FULL, Waitlist Available</td>
</tr>
</tbody>
</table>

Register Add to Worksheet Save Cart Clear Cart

RELEASE: 8.0.1.2R6A

Once you click Register you will be brought to the Add/Drop Classes form, where you will be able to finish your waitlisting process. On the Add/Drop Classes form, there will be a section of Registration Add Errors here you will be able to select Waitlist as your action from the dropdown, and then click Submit Changes. You are now added to the waitlist for the course.

Registration Add Errors

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Crse</th>
<th>Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed - 0 Waitlisted</td>
<td>None</td>
<td>32045 M</td>
<td>121Q 001</td>
<td>Graduate - Semester 3.000</td>
<td>Traditional</td>
<td>College Algebra</td>
<td></td>
</tr>
</tbody>
</table>

To confirm that you are now on the waitlist, you can either look at the Detailed Schedule link or the Add/Drop Courses link, both under the Student Services tab. The course should show as Waitlist on __date__ as part of their status.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Crse</th>
<th>Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> on Oct 25, 2016</td>
<td>None</td>
<td>31821 M</td>
<td>431</td>
<td>001 Graduate - Semester 3.000</td>
<td>Traditional</td>
<td>Abstract Algebra I</td>
<td></td>
</tr>
<tr>
<td><strong>Web Registered</strong> on Oct 25, 2016</td>
<td>None</td>
<td>33163 M</td>
<td>384</td>
<td>001 Graduate - Semester 3.000</td>
<td>Traditional</td>
<td>Introduction to Analysis II</td>
<td></td>
</tr>
<tr>
<td>Waitlist on Oct 26, 2016</td>
<td>None</td>
<td>32045 M</td>
<td>121Q 001</td>
<td>Graduate - Semester 0.000</td>
<td>Traditional</td>
<td>College Algebra</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: Oct 26, 2016 12:32 pm
**Notification**

Once a seat opens up, the next available student on the waitlist will receive an email notification informing them that a spot has opened up in the course, and is currently being held for them to add the course. This email is sent to the student’s preferred email address in MyInfo, and will look similar to the following email:

```
Hello Jeffrey,

You were added to the waitlist for the following course:
M 121Q 001
College Algebra
CRN (course reference number): 32046

This course now has an open seat for you to register in. Go to MyInfo and change the course status from "Waitlist" to "Add."

You have 24 hours to register for this course beginning from the time this email was sent.

If you have any questions or need assistance adding this course, please contact the Registrar’s Office at 406-994-6650, registrar@montana.edu, or by going to 101 Montana Hall.

-The Registrar’s Office at Montana State University-Bozeman
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**Registration**

After receiving the email, you **MUST** return to your schedule of classes (*Add/Drop Classes Form*), within **24 HOURS** from the time the email was sent in order to change your status from **Waitlist** to **Web Registered**.

### Current Schedule

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</tr>
</tbody>
</table>

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: Oct 26, 2016 02:51 pm

After selecting **Web Registered** and submitting your changes, you can confirm that you’re now added to the course at the **Detailed Schedule** link or the **Add/Drop Courses** link, both under the **Student Services** tab.

### Current Schedule

<table>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 9.000
Billing Hours: 9.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: Oct 26, 2016 02:52 pm

If any problems are encountered during this process, please contact the Registrar’s Office at 406-994-6650