

Web Registration: Waitlist

1. Students will be restricted to one active waitlist per course per term (fall, spring, summer – all summer terms will be considered one term). *(Special topics courses are excluded from this restriction.)*

Mock Up

COURSE REGISTRATION

[INSTRUCTIONS](#)

Print this page for your records.

Review your registration results below. Then scroll down for further instructions.

Term	Course	Status	Meeting Information	Grade	Credits
2012F	ECON-100-001 Macroeconomics	Failed	You may not waitlist for more than one section of a course.		

Term	Term Description	Credits
2012F	Fall 2012 Regular Term	0.00

When you have finished registration and drop/add activities for this session, please return to My Schedule to see how the transactions you have processed reflect in your schedule for the term. Note that you may need to click the FORWARD link at the top of the schedule page to see classes for the appropriate academic term.

Many classroom assignments change as a new semester begins. Please check the latest information on My Schedule before going to class.

[Add Courses](#) | [Drop Courses](#) | [My Schedule](#)

Web Registration: Waitlist

2. Students will be restricted to 3 active waitlists at any given point per term (fall, spring, summer – all summer terms will be considered one term).

If a student is already active on three waitlists and attempts to waitlist a fourth course for the term, he will receive a registration failure message.

Mock Up

COURSE REGISTRATION

[INSTRUCTIONS](#)

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Term	Course	Status	Meeting Information	Grade	Credits
2012F	ECON-100-001 Macroeconomics	Failed	You may not waitlist for more than three courses (1 section per course).		



Term	Term Description	Credits
2012F	Fall 2012 Regular Term	0.00



When you have finished registration and drop/add activities for this session, please return to My Schedule to see how the transactions you have processed reflect in your schedule for the term. Note that you may need to click the FORWARD link at the top of the schedule page to see classes for the appropriate academic term.

Many classroom assignments change as a new semester begins. Please check the latest information on My Schedule before going to class.

[Add Courses](#) | [Drop Courses](#) | [My Schedule](#)

My Waitlisted Sections

3. Students may drop themselves from a waitlist via “My Waitlisted Sections.”

Mock Up

Instructions: This form allows you to monitor your waitlist status and remove yourself from a waitlist. To drop yourself from a waitlist, select "Yes" for the course under "Drop Waitlisting?" Then click "Submit".

STUDENT WAIT LIST COURSES

Smith, Jane Doe

AU ID: 1234567

<u>Course Section</u>	<u>Course Title</u>	<u>Day(s)</u>	<u>Time(s)</u>	<u>Instructor</u>	<u>Term</u>	<u>Status</u>	<u>Status Date</u>	<u>WL Position</u>	<u>Drop Waitlisting?</u>
ACCT-240-002	Principles of Financial Acct	M TH	02:35PM 03:50PM	C. Evans	2012F	Waitlisted	03/28/12	1	<input type="button" value="No"/>
GOVT-105-003	Indiv Freedom vs Auth	T F	10:20AM 11:35AM	T. Merrill	2012F	Waitlisted	03/28/12	1	<input type="button" value="No"/> <input checked="" type="button" value="Yes"/> <input type="button" value="No"/>
SIS-105-002	World Politics	T F	10:20AM 11:35AM	M. Matthijs	2012F	Dropped	03/27/12	--	--

How to drop yourself from a waitlist



Step 1:
Log on to myau.american.edu. Expand the "Academics" menu to find "My Waitlisted Sections."

The screenshot shows the myAU portal interface. At the top left is the myAU PORTAL logo. To its right is a dropdown menu currently set to "All Sites". Below the header, there are several sections: a blue banner for hiring, an "Announcements" section with a "No announcements found" message, and an "AU Events" section with a "Must See Events" tab and a link to the "American University Calendar". On the right side, there is a "Personalized Links" section with a "Search Links" input field and a list of links: "Academics", "Finances", and "Life @ AU". The "Academics" link is circled in red. Below this section, a vertical menu is visible with items: "My Incomplete Grades", "My Schedule", "My Waitlisted Sections", and "New Media Center". A red arrow points to the "My Waitlisted Sections" link.

How to drop yourself from a waitlist



Step 2: Select "Yes" for the course under "Drop Waitlisting?" Then, click "Submit."

Instructions: This form allows you to monitor your waitlist status and remove yourself from a waitlist. To drop yourself from a waitlist, select "Yes" for the course under "Drop Waitlisting?" Then click "Submit".

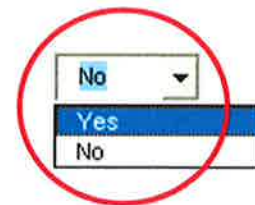
STUDENT WAIT LIST COURSES

Smith, Jane Doe

AU ID: 1234567

<u>Course Section</u>	<u>Course Title</u>	<u>Day(s)</u>	<u>Time(s)</u>	<u>Instructor</u>	<u>Term</u>	<u>Status</u>	<u>Status Date</u>	<u>WL Position</u>	<u>Drop Waitlisting?</u>
ACCT-240-002	Principles of Financial Acct	M TH	02:35PM 03:50PM	C. Evans	2012F	Waitlisted	03/07/12	1	No
GOVT-105-003	Indiv Freedom vs Auth	T F	10:20AM 11:35AM	T. Merrill	2012F	Waitlisted	03/07/12	1	No
SIS-105-002	World Politics	T F	10:20AM 11:35AM	M. Matthijs	2012F	Waitlisted	03/07/12	2	No

Submit



How to drop yourself from a waitlist



“Dropped” will appear under “Status” as a confirmation you have dropped yourself from a waitlist. The date you dropped yourself from the waitlist will appear under “Status Date.”

Instructions: This form allows you to monitor your waitlist status and remove yourself from a waitlist. To drop yourself from a waitlist, select "Yes" for the course under "Drop Waitlisting?" Then click "Submit".

STUDENT WAIT LIST COURSES

Smith, Jane Doe

AU ID: 1234567

<u>Course Section</u>	<u>Course Title</u>	<u>Day(s)</u>	<u>Time(s)</u>	<u>Instructor</u>	<u>Term</u>	<u>Status</u>	<u>Status Date</u>	<u>WL Position</u>	<u>Drop Waitlisting?</u>
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Submit