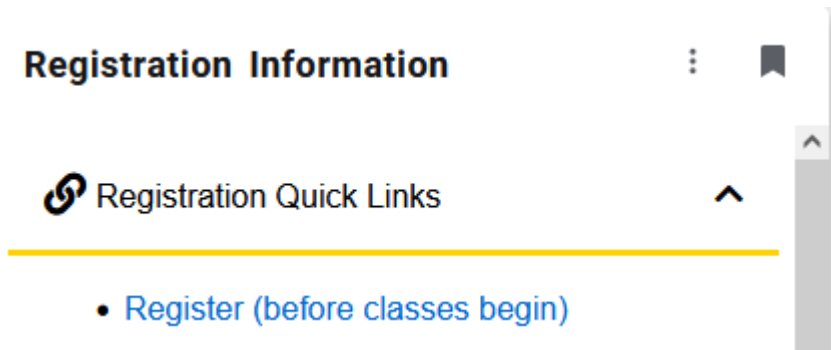# ATU Automated Waitlist Student Guide

Note: You must have your Student Registration Code in order to put yourself on the waitlist.

1. Access "Register (before classes begin)" on the "Registration Information" card of OneTech

2. Select the term for registration and enter your registration pin.

3. If you know the CRN of the course you want to waitlist, enter the CRN directly and then click "Submit Changes." If you do not know the CRN, use the "Class Search" box to search for the course(s) with waitlisting and write down the CRN. Click "Add to Worksheet" and type in the CRN and click submit changes.

4. In your Registration list, if the class is closed, but has a waitlist select "waitlisted" in the drop-down menu and then click "Submit Changes."

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	Waitlisted ∨	80012	LEAD	1003	TC1	Undergraduate	3.000	Standard Letter	Introduction to Leadership

5. Your current schedule will show the course waitlisted

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Waitlisted on Oct 25, 2023	None ∨	80012	LEAD	1003	TC1	Undergraduate	0.000	Standard Letter	Introduction to Leadership

6. Check your @atu.edu email often.

7. If a seat opens up in the class, then you will get a notification in your @atu.edu student email, stating how long you have to register for the class.

8. After you receive the notification, and would like to register for the waitlisted class, then you go back to OneTech and select "Register (before classes begin)." Select the term you wish to register for. Enter your Student Registration Code. Go to the course you want to change from waitlisted to registered and select "web registered" in the drop-down box and then "Submit Changes."

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Waitlisted on Oct 20, 2023	Web Registered ˅	80005	PSY	3083	TC1	Undergraduate	0.000	Standard Letter	Psychology of Women

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Oct 25, 2023 04:07 pm

If you do not register within the time period mentioned in your email notification, you will be dropped from the waiting list. If you still want to register for the course you can rejoin the waitlist is space is available.

For more information about waitlisting you can visit:
https://www.atu.edu/registrar/waitlist_information.php

Please contact your academic advisor or the Registrar's Office if you need any clarifications regarding the process.