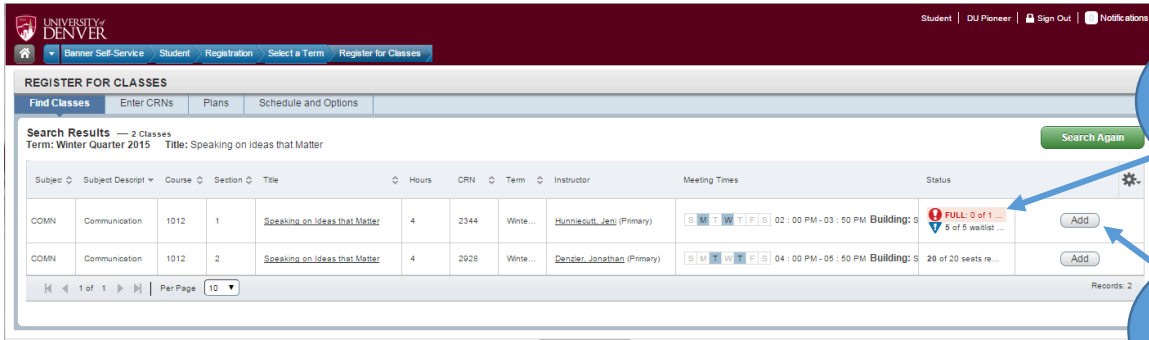


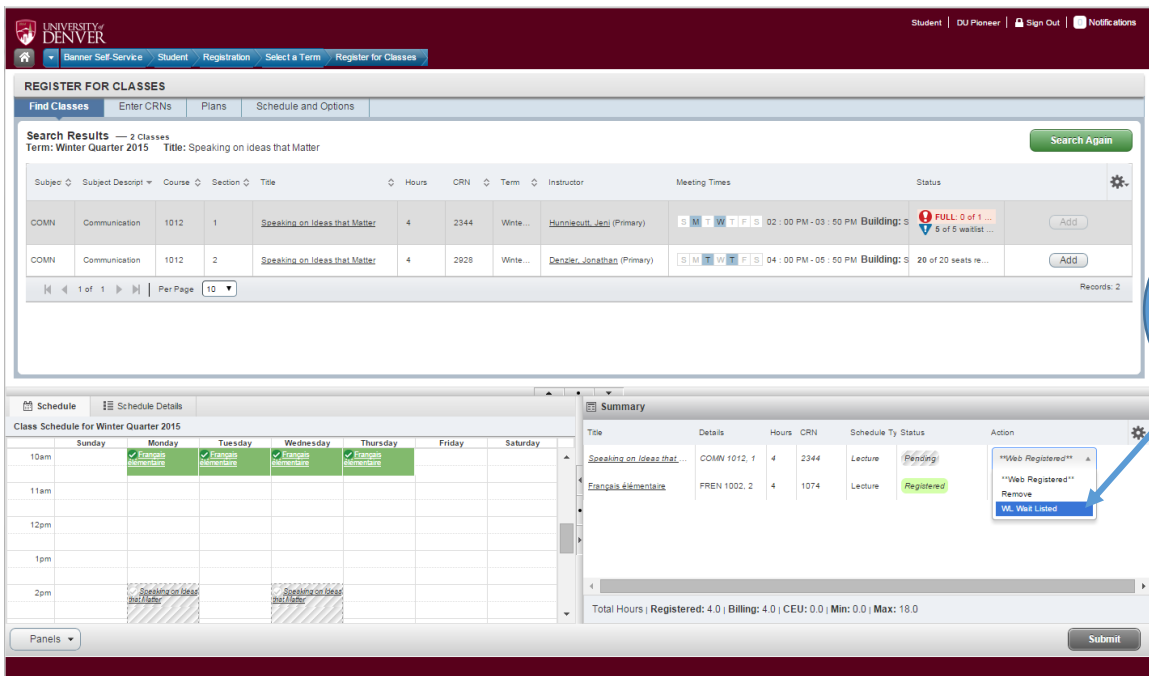
How to use the registration waitlist



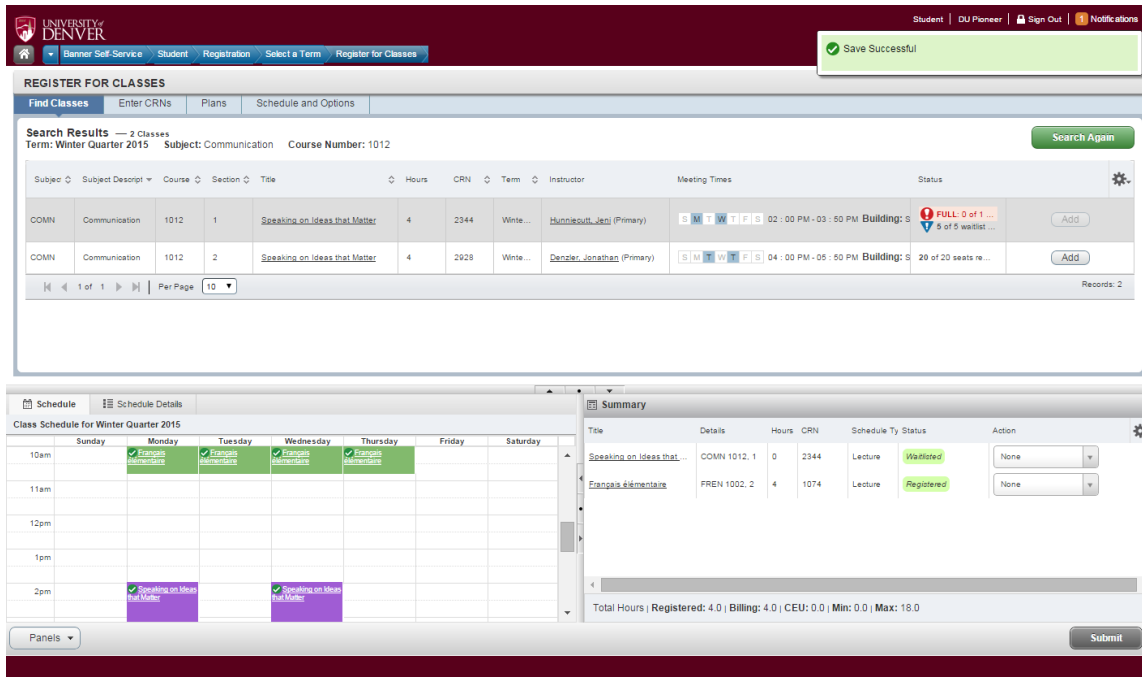
Many DU classes are established with waitlists to assure equitable registration when a seat in a closed class becomes available. When you search for a course and the class is full with a waitlist, you will see a message:



Once you click the Add button, it will place the course in your Summary view as pending. (Notice that a course that is pending is shaded in the Summary View.) You will need to change the status from **Web Registered** to **WL Waitlisted** and then submit your request.



Once you have submitted the request, you will receive a message that shows that you have successfully saved the transaction. You will notice that there is a green square in the status column and a success notice in the message area.



When a seat in the course opens, you will receive an email informing you that you can now register for the course. A copy of the email is displayed below. **NOTICE – You will have only 24 hours to add the course before you are dropped off the waitlist.** This email will only be sent to your DU email address.

Dear DU Pioneer, Great news! A spot opened for a class you are waitlisted for. You must log on to Pioneerweb.du.edu to register for the course. You have until: 23-OCT-2014 11:40 AM (Mountain Time).
 If you do not register within this time frame, you will be dropped from the waitlist.
 COMN 1012
 Speaking on Ideas that Matter CRN: 2344

Questions about registration should be directed to registrar@du.edu or by calling 303-871-4095.
 If you no longer need or want this class please drop the waitlisted course so that the next person waitlisted can be notified.
 Do Not Reply to this system generated email.

Log in to PioneerWeb and go to your schedule. In the Summary view, change the Action to "Registered." You will need to take care of any error messages before submitting.

