



OFFICE OF THE University Registrar

Adding yourself to the waitlist

October 2013 version

1. After adding a class to your cart, go to your *Class Cart* and select “*Waitlist if Full*” from the pulldown menu for the class you want.

The screenshot shows the YES Your Enrollment Services interface. At the top, there are navigation tabs: Class Search, Catalog, PDF Catalog, Schedule, and Applications. A search bar and a dropdown menu for '2013 Fall' are visible. On the right, there are statistics: SEARCH, IN CART (3.0 HRS), ENROLLED (15.0 HRS), and ENROLLMENT DATES (JUL 24 2013). The main content area is titled 'Class Cart' and shows a list of classes. The first class is 'ENGL 268A: America on Film: Art and Ideology'. Below the class name, there is a dropdown menu with options: 'Do Not Enroll', 'Enroll', and 'Waitlist If Full'. The 'Waitlist If Full' option is highlighted with a red border.

2. A **W** will display next to the class you want to waitlist. Click the *Submit* button.

This screenshot is similar to the previous one, but the dropdown menu for the class 'ENGL 268A: America on Film: Art and Ideology' is now set to 'W'. Below the class information, there is a note: 'Note: Students will be required to view one film/week outside of class either Tuesdays 4:00-6:00 PM, Wednesdays 6:00-8:30 PM, or Sunday 8:30-11:00 PM.' At the bottom left of the class entry, there is a 'Submit' button, which is highlighted with a red arrow.

3. You will receive this message at the bottom of your screen:

A warning message box with a yellow triangle icon and a red 'X' in the top right corner. The text reads: 'Warning ENGL-268A-01: Class 4299 is Closed. Placed on Wait List because class is closed or remaining seats are reserved. ('

You may want to utilize the drop-if-enrolled function if your waitlisted course conflicts with one that you're currently enrolled in or enrollment in a waitlisted course would put you over 18 semester hours. To use this function,

1. Go to your *Enrolled* classes page and click on the brown box with arrows in it next to your waitlisted class

Enrolled « ✓ Enrolled ✓ Waiting □ Dropped

Grading Basis: Non-Graded Component

HART 115F: First-Year Writing Seminar - FYS:House, Temple, City

11 3.0 hrs Freshman Seminars ✓ T 01:10p - 03:40p Cohen 308 Miller ⊕ ⊖

Grading Basis: Graded

Note: We will open five seats in this class for each of the three weeks of enrollment for first year students. The final enrollment limit will be 15. House, Temple, City: Sacred Geographies of China. The built environment of traditional China is an intersection of the sacred and the secular. Residences and ritual spaces were supposedly constructed to accord with the forces of nature and the cosmos. Or were they? This seminar will examine ideas of the sacred as expressed in the forms of traditional houses, temples, monasteries, and cities in traditional China. Topics will include charms and building magic, the influence of natural land forms on the placement of temples and tombs, the garden as terrestrial residence for divinity, and the idea of the Chinese imperial city as the sacred earthly center. [3] (INT)

EES 111: Dynamic Earth Laboratory

06 1.0 hrs Laboratory ✓ R 01:10p - 04:00p Stevenson Center 1103 Claiborne ⊕ ⊖

Grading Basis: Graded

Note: EES 101 is a required co-requisite to this course.

MUSL 148: Survey of Jazz

01 3.0 hrs Lecture ⚠ MWF 11:10a - 12:00p Sarratt CIN Fry ⊕ ⊖

Grading Basis: Graded

EES-101-01 will be dropped if you are enrolled in this class from the wait list.

ENGL 268A: America on Film: Art and Ideology

01 3.0 hrs Lecture ⚠ MW 02:35p - 03:50p Buttrick Hall 102 Girgus ⊕ ⊖

Grading Basis: Graded

Note: Students will be required to view one film/week outside of class either Tuesdays 4:00-6:00 PM, Wednesdays 6:00-8:30 PM, or Sunday 8:30-11:00 PM.

📖 Order Books 🗑 Drop

2. Select which class you want to drop if enrolled in your waitlisted class by clicking the brown box with arrows.

Select a class from the list below to drop if America on Film: Art and Ideology is enrolled from the wait list.

ENGL 268A: America on Film: Art and Ideology

01 3.0 hrs Lecture ⚠ 1/12 MW 02:35p - 03:50p Buttrick Hall 102 Girgus

Note: Students will be required to view one film/week outside of class either Tuesdays 4:00-6:00 PM, Wednesdays 6:00-8:30 PM, or Sunday 8:30-11:00 PM.

You can use the ⊕ icon to select a class or click the save button to continue.

Save Remove Cancel

EES 101: The Dynamic Earth: Introduction to Geological Sciences

01 3.0 hrs Lecture ✓ MWF 12:10p - 01:00p Stevenson Center 4327 Morgan ⊕ ⊖

EES 111: Dynamic Earth Laboratory

06 1.0 hrs Laboratory ✓ R 01:10p - 04:00p Stevenson Center 1103 Claiborne ⊕ ⊖

Note: EES 101 is a required co-requisite to this course.

HART 115F: First-Year Writing Seminar - FYS:House, Temple, City

11 3.0 hrs Freshman Seminars ✓ T 01:10p - 03:40p Cohen 308 Miller ⊕ ⊖

Note: We will open five seats in this class for each of the three weeks of enrollment for first year students. The final enrollment limit will be 15. House, Temple, City: Sacred Geographies of China. The built environment of traditional China is an intersection of the sacred and the secular. Residences and ritual spaces were supposedly constructed to accord with the forces of nature and the cosmos. Or were they? This seminar will examine ideas of the sacred as expressed in the forms of traditional houses, temples, monasteries, and cities in traditional China. Topics will include charms and building magic, the influence of natural land forms on the placement of temples and tombs, the garden as terrestrial residence for divinity, and the idea of the Chinese imperial city as the sacred earthly center. [3] (INT)

PSY 101: General Psychology

01 3.0 hrs Lecture ✓ MWF 09:10a - 10:00a Wilson Hall 103 Sandberg ⊕ ⊖

SPAN 104: Intermediate Spanish


05 5.0 hrs Lecture-Tech Based Instruction ✓ MTWRF 11:10a - 12:00p Buttrick Hall 312 Lorenzo-Garcia ⊕ ⊖

VV 1: Vanderbilt Visions




32 0.0 hrs Discussion ✓ M 05:00p - 05:50p Kirkland Hall 211 Zeppos ⊕ ⊖

3. YES will ask you to confirm your selection. Click Save

Select a class from the list below to drop if America on Film: Art and Ideology is enrolled from the wait list.

ENGL 268A: America on Film: Art and Ideology							
01	3.0 hrs	Lecture	▲ 1/12	MW	02:35p - 03:50p	Buttrick Hall 102	Girgus
Note: Students will be required to view one film/week outside of class either Tuesdays 4:00-6:00 PM, Wednesdays 6:00-8:30 PM, or Sunday 8:30-11:00 PM.							
You can use the  icon to select a class or click the save button to continue.							
PSY 101: General Psychology							
01	3.0 hrs	Lecture	▲ 1/12	MWF	09:10a - 10:00a	Wilson Hall 103	Sandberg
<input type="button" value="Save"/> <input type="button" value="Remove"/> <input type="button" value="Cancel"/>							

4. Your waitlisted class will show which class you have chosen to drop if enrolled from the waitlist on your Enrolled page.

ENGL 268A: America on Film: Art and Ideology									
<input type="checkbox"/>	01	3.0 hrs	Lecture	▲	MW	02:35p - 03:50p	Buttrick Hall 102	Girgus	  
Grading Basis: Graded									
Note: Students will be required to view one film/week outside of class either Tuesdays 4:00-6:00 PM, Wednesdays 6:00-8:30 PM, or Sunday 8:30-11:00 PM.									
PSY-101-01 will be dropped if you are enrolled in this class from the wait list.									
<input type="button" value="Order Books"/>									
<input type="button" value="Drop"/>									