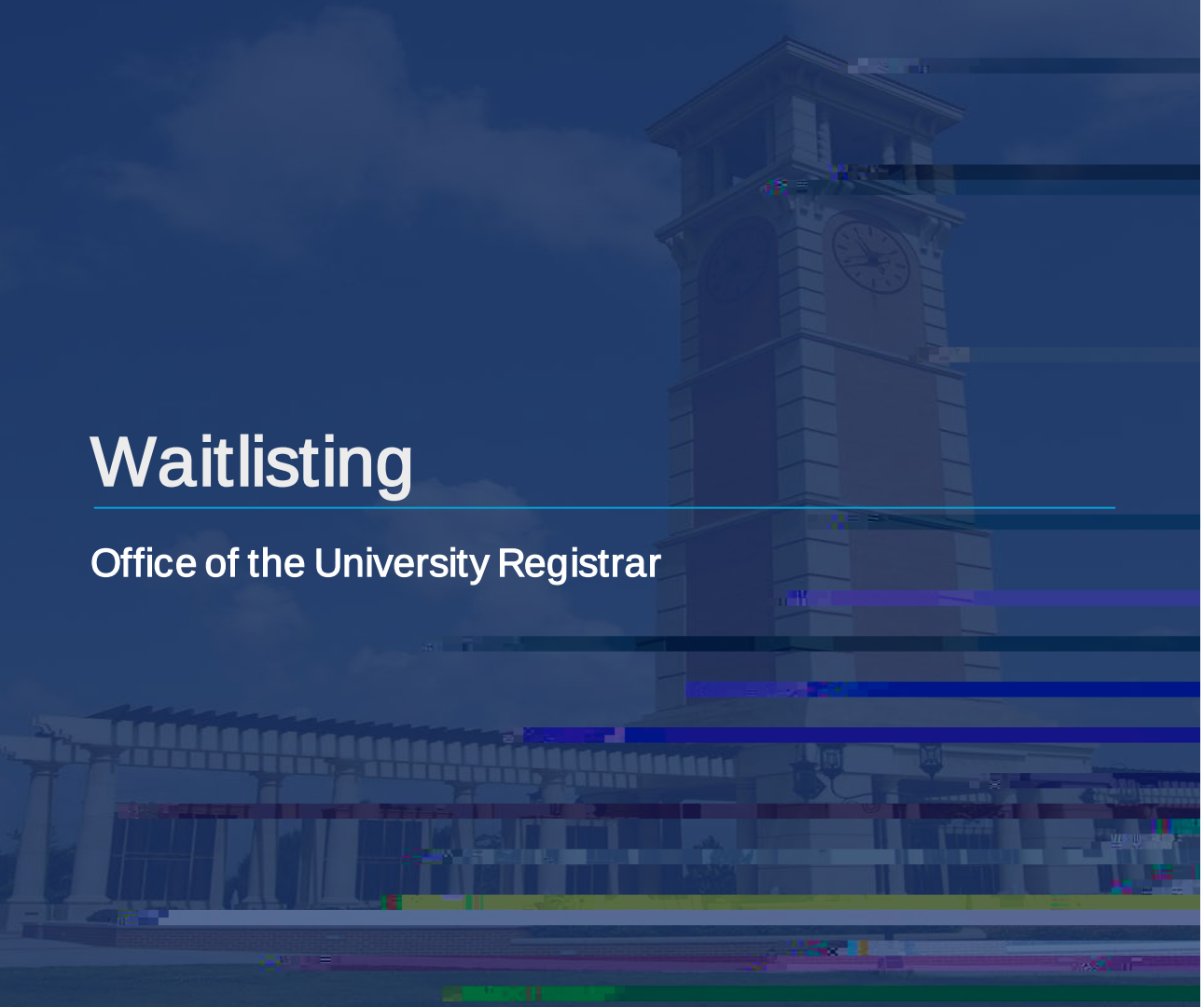


# Waitlisting

## Office of the University Registrar

Departments have the option of creating

# Waitlist Facts

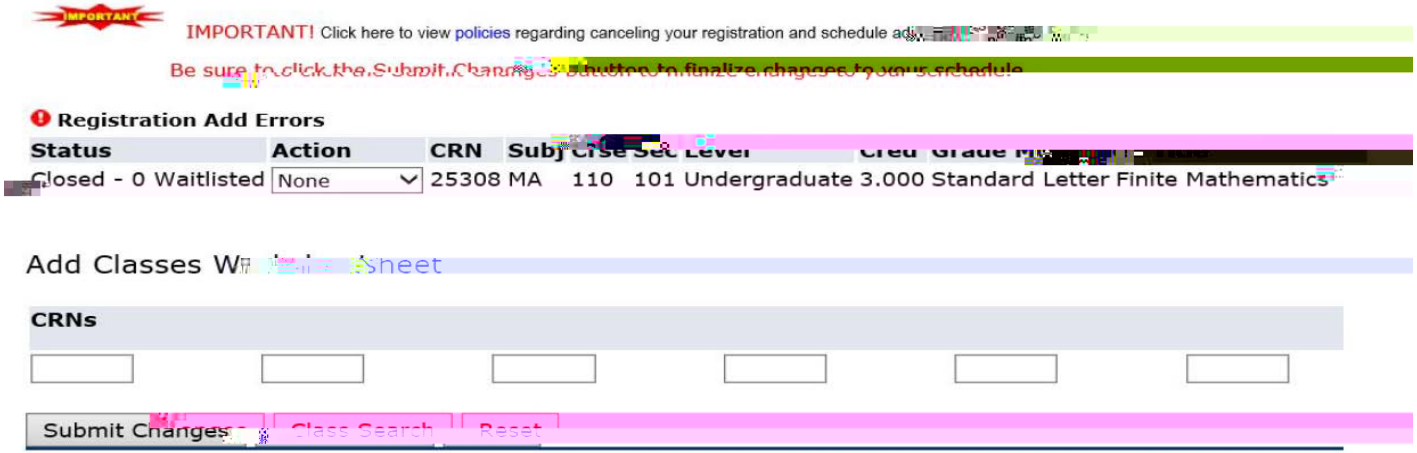
**Emails** – Once a seat becomes available, an email will be sent to the student at the top of the waitlist.

**Notification** – Students must register within 24 hours of receipt of the email. Registration from the waitlist is not automatic.

**Registration** – If the student has not registered within 24 hours, the student is dropped from the waitlist.

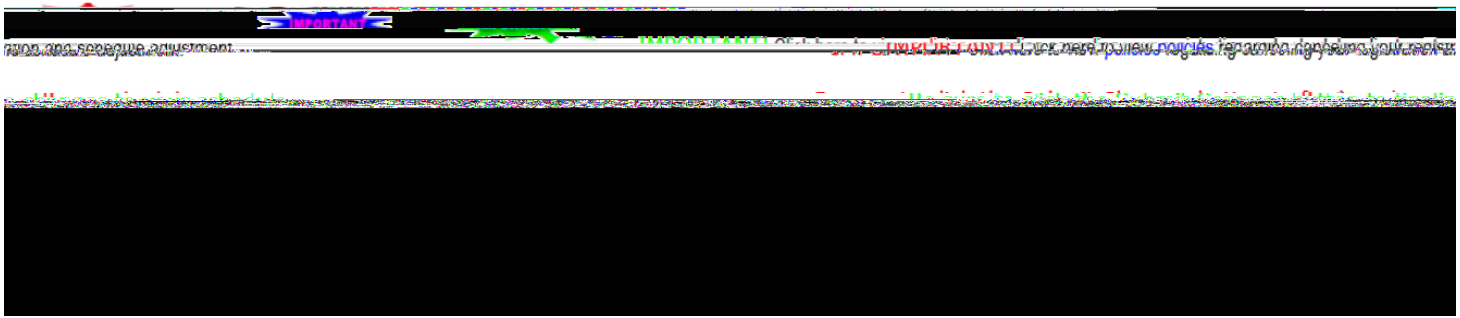
# What Student Will See In PAWS

When registering for a class that has reached capacity. The waitlist option will be displayed in the registration screen.



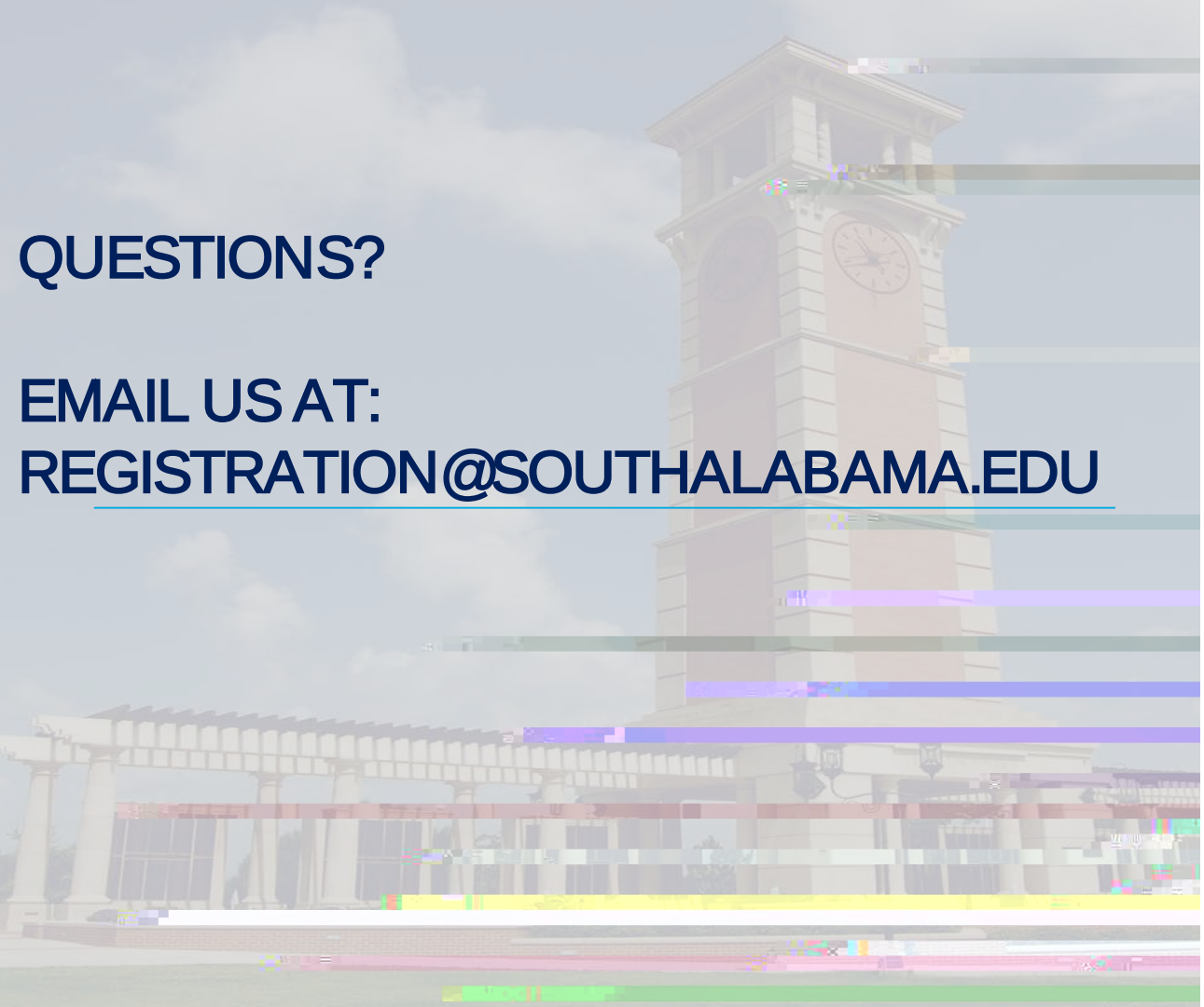
# What Student Will See In PAWS, con't..

Students will select the Waitlist option in the action drop down menu to be added to the waitlist. Once "Wait Listed" has been selected, the student will click submit changes.



# What Student Will See In PAWS, con't..

After clicking submit changes, "Wait Listed" will be displayed in the status column of the registration screen.



# QUESTIONS?

## EMAIL US AT:
## REGISTRATION@SOUTHALABAMA.EDU