

HOW TO PUT YOURSELF ON A WAITLIST FOR A COURSE

If you need to look up classes or find instructions on how to sign up for classes, refer to other tools:

[How to Browse for Classes](#)

[How to Schedule your classes on UCanWeb](#)

In UCanWeb, go to Student Menu, Registration, UCanWeb 9 – Registration menu. Then click on Register for classes and choose the semester.

Look up the class, if it full, you can see the red indicator as shown:



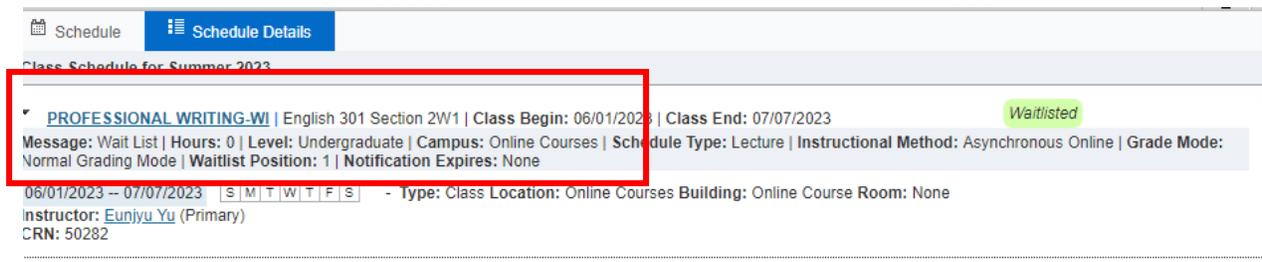
Use the Enter CRN tab to type in the CRN and attempt to add the class. To place yourself on the **waitlist**, under the Summary section, you will see Status: **pending**, you must use the drop-down menu under Action, to change the status to Wait List



You must **Submit Changes** to get added to the waitlist. Verify that you did this by reviewing your Current Schedule at the top of the Register for Classes page:



If you want to check your place on the waitlist, you can use the Student Schedule Details to review the current status:



IF A SPACE BECOMES AVAILABLE IN THE COURSE

You will be notified by SUNY CANTON email and will have 24 hours to claim your spot. At that time, you will need to log back into UCanWeb -> Student Menu -> Registration -> UCanWeb9 Registration Menu -> Register for Classes page and change your status in the class by choosing ****Web Enrolled**** in the Action drop down menu. Don't forget to **Submit Changes** and review your schedule on more time to be sure it is what you expect to see.

Summary

Title	Details	Hours	CRN	Schedule Type	Fin Aid Status	Status	Action
PROFESSIONAL WRITIN...	ENGL 301, 2W1	0	50282	Lecture		Waitlisted	<div style="border: 1px solid black; padding: 2px;"><p>None</p><p>None</p><p>Dropped via Web</p><p>**Web Enrolled**</p></div>

You will need to confirm that you want the spot within 24 hours of notification or the program will move on to the next person on the waitlist and you will lose your spot.

Make sure to **Submit Changes** and double check your list of courses under Current Schedule. IF the Status now says ****Web Enrolled**** or Registered, you are in the class!