Procedure to register for a course on the waiting list

1. Enter AUBsis
2. Enter Student Services
3. Select Term
4. Select “Check Registration Status”
5. Select Add/Drop courses
6. Enter CRN, or lookup classes to add
7. If a course section is full and is wait listed, then you can register your name in the waiting list.
8. Waiting list courses are assigned zero credit with zero billing hours. Although they are zero credit, they will remain as part of your maximum credit load. All course restrictions will apply to wait listed courses.
9. Waitlisted courses will appear in the students’ detailed schedule but not in the class schedule by day and time. Registered wait listed sections will appear in red.
10. The Chair of the department decides on who gets to register the course from the waiting list by completing an online override capacity form.
11. An automated e-mail will be sent to all students who were given approval by Chairs to register the course. The e-mail will specify that students must register for the course during a specified period of time.
12. It is the responsibility of the student to drop her/himself from the waiting list and register in the approved regular course-section by selecting webdrop from the drop down arrow next to the waiting list, enter the CRN in the blank field, and press “Submit”.
13. If the student fails to register her/himself in the course during the period specified, then the place will be given to another student.
14. It is very important to check your AUB mail on regular basis.
15. When the student drops from a course that has an active waiting list, s/he will not be able to web register in the same course again. Therefore, do not drop yourself from a course unless you are sure that you do not want to take it or that you have provided alternatives for that course.
16. Registering in a waiting list for a course-section does not guarantee a place in that course.
17. Alternate PINs will be required by the system only from new students, transfer from within, freshman, students on probation, old returning, and majorless students.