



Waitlist!

If the class you are trying to register for is full, you can log into BlazerNET and add yourself to the waitlist. If a seat opens up, you'll receive an email and then have the option to add the course to your schedule. Use the **"Let's Register!"** handout to discover how to research courses. When you find a course that is full follow these steps to add yourself to the waitlist.

1

If you find a class that is closed, you may see "0" under **Rem (Remaining Seats)**. Look to the right and find **WL Cap (Waitlist Capacity)** and **WL Act (Waitlist Actual)**. If there are less people in WL Act than there are in WL Cap you may join the Waitlist. Write down the **CRN (Course Number)** for use with the next step.

Sections Found

Select	CRN	Subj	Crse	Cap	Act	Rem	WL Cap	WL Act
ARS-280	The Creative Habit							
<input type="checkbox"/>	59422	ARS	280	40	40	0	10	6

2

Select the **Return to Menu** link at the top of the screen, click **Add, Drop or Withdraw Classes**, and then select **Term**. Type the **CRN (Course Registration Number)** into the empty box and click **Submit Changes**.

- Select Term
- Look Up Classes
- Add, Drop or Withdraw Classes
- Change Class Options
- Week at a Glance
- Student Detail Schedule
- Registration Status
- Active Registration
- Registration History

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

3

This results in a Registration Add Error. In the **Action Box**, click on the drop-down menu, select **waitlisted**, and click the **Submit Changes** button. NOTE: If you leave the action box as None, you will NOT be added to the waitlist.

Registration Add Errors

Status	Action	CRN	Subj	Crse
Closed - 6 Waitlisted	Waitlisted ▾	59422	ARS	280

**4**

Check your UAB email frequently. If you are #1 on the waitlist and a seat becomes available, an email is sent to your UAB account that lets you know you can register for the course. **You then have 12 hours to register, after that your seat will be offered to another student.**

5

When you receive the email that a Waitlisted seat has become available, you must:

1. Log in to BlazerNET within the 12 hour time frame.
2. Find the class on the **Add/Drop/Withdraw Classes** page.
3. Select ****Web Registered**** from the drop-down menu.
4. Click on the **Submit Changes** button to register.

Additional Info

1. **You can be waitlisted for multiple courses, but not multiple sections of the same course.**
2. Email notifications are sent when a seat becomes available – primarily due to another student dropping the class, or by an increase to the class size capacity.
3. When you are notified of an opening, you are also informed that there is a 12 hour time limit to register for the class, before it is offered to another student.
4. If you are on a waitlist and are notified via email of an available seat, but do not register within the 12 hour time frame, you will be removed from the waitlist, and the available seat will be offered to another student. To get back on the waitlist, you must re-register for the course's waitlist.
6. You can see your spot on the waitlist by clicking Student Detail Schedule on the Registration Menu.
5. **For certain courses you MUST add the co-requisite lab or recitation section at the same time you register for the class. Failure to do so will result in an error.**

**QUESTIONS? PLEASE VISIT US AT
WWW.UAB.EDU/SUCCESS**