

# How to Register for a Waitlist Pending Course

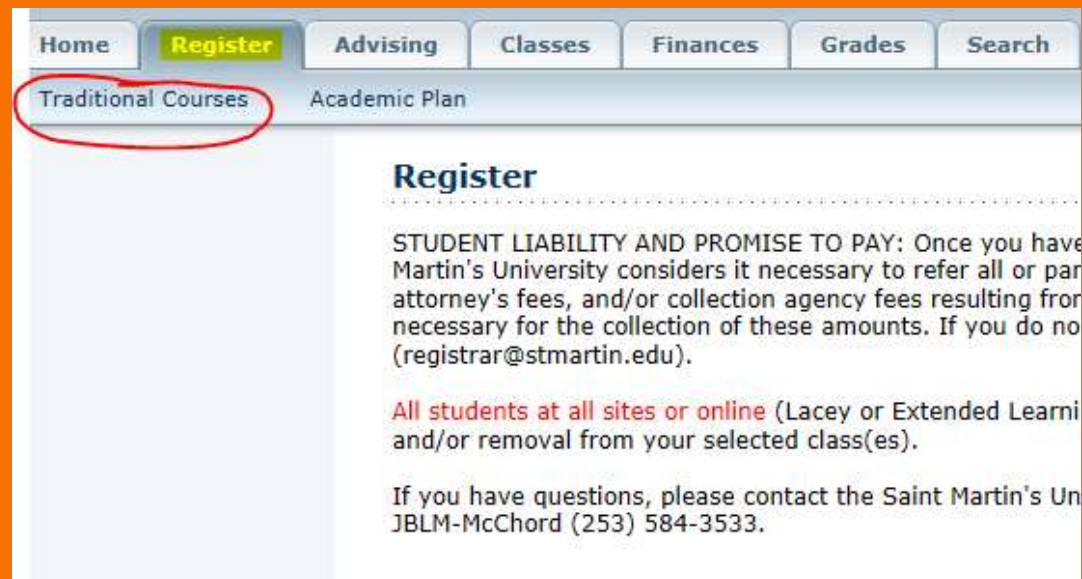
Getting on the waitlist is only half of the process. Once you are on the waitlist for a course, you should check your Saint Martin's email inbox daily until the end of the registration period, as this is where you will receive notification if a spot in the class has opened up for you.

# How to Register for a Waitlist Pending Course

- Once you receive the email that a seat has opened up for you, that seat will be saved for 48 hours before you are moved to the end of the waitlist and another student is given the opportunity to register. The following slides will show you how to complete your pending registration within the 48 hour window.

# How to Register for a Waitlist Pending Course

- After logging in to Self-Service, click on the “Register” tab, and the “Traditional Courses” link just below the tab.




# How to Register for a Waitlist Pending Course

- From here, you will be able to view your classes through the blue link for the current term.

**Traditional Courses**

▶ **Select Period** ▶ Review Schedule ▶ Finalize ▶ Complete

In order to begin the registration process, please select a registration period.

	Period
	<a href="#">2016/Fall</a>

OK to register.

# How to Register for a Waitlist Pending Course

- This screen will show all of your classes for the selected term. Make sure to find the Waitlist Pending course under the “Courses to Add” section and check the box. Once this is completed click the “Next” button at the bottom of the screen (see next slide for screenshot).

# How to Register for a Waitlist Pending Course

**Traditional Courses - 2016/Fall**

☒ Select Period
 ☒ Review Schedule
 ☐ Finalize
 ☐ Complete

**Courses to Add**

	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status	
<input checked="" type="checkbox"/>	Prin Marketing - BA 330 / Course / A1	8/29/2016 - 12/15/2016	Main	3.00	Credit	Tue/Thur, 1:00 PM - 2:20 PM;	Saint Martin's University, Harned Hall, Room 117	Waitlist Pending	<input type="button" value="Remove"/>
<b>Instructors:</b> Power, Elisabeth									

A seat is now available for this course. To add this course to your schedule, please register online by Friday, November 04, 2016 10:41 AM. After this deadline the seat will be offered to another student.

**Registered Courses**

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input type="checkbox"/>	Prin Finance - BA 300 / Course /	8/29/2016 - 12/15/2016	Main	3.00	Credit	Mon/Wed/Fri, 11:00 AM - 11:50 AM;	Saint Martin's University, Harned Hall, Room 117	Registered
<b>Instructors:</b> Webber, Stuart G.								
<input type="checkbox"/>	Money,Bnkng,Fin Inst - BA 311 / Course /	8/29/2016 - 12/15/2016	Main	3.00	Credit	Mon/Wed/Fri, 2:00 PM - 2:50 PM;	Saint Martin's University, Old Main, Room 314	Registered
<b>Instructors:</b> Grob, Heather Lyn								
<input type="checkbox"/>	Organizational Mgmt - BA 335 / Course /	8/29/2016 - 12/15/2016	Main	3.00	Credit	Mon/Wed/Fri, 8:00 AM - 8:50 AM;	Saint Martin's University, Harned Hall, Room 117	Registered
<b>Instructors:</b> Slotwinski, David L								
<input type="checkbox"/>	Business in Society - BA 350 / Course /	8/29/2016 - 12/15/2016	Main	3.00	Credit	Mon/Wed/Fri, 1:00 PM - 1:50 PM;	Saint Martin's University, Harned Hall, Room 115	Registered
<b>Instructors:</b> Armer, Gina R m								

**Denied Courses**

	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input type="checkbox"/>	Business Policy - BA 499 / Course / A1	8/29/2016 - 12/15/2016	Main	3.00	Credit	Tue/Thur, 9:30 AM - 10:50 AM;	Saint Martin's University, Harned Hall, Room 109	Request Denied
<b>Instructors:</b> Geagon, Margot Salas								

# How to Register for a Waitlist Pending Course

- Once you have completed this step, simply click the “Next” button at the bottom of the following screens until you receive the below message.

## Traditional Courses - 2016/Fall

✓ Select Period > ✓ Review Schedule > ✓ Finalize > ✓ Complete

You have successfully submitted your 2016/Fall schedule for Advisor approval. After your Advisor approves your schedule, you will be registered for the courses and notified.

# How to Register for a Waitlist Pending Course

Nice work! You have submitted your class for advisor approval and your part is done! Once your advisor approves your class you will be officially registered 😊

If you have any questions, please feel free to contact the Registrar's Office.

Phone: 360-438-4356

Email: [registrar@stmartin.edu](mailto:registrar@stmartin.edu)