

Waitlist Procedure for Students

Go to: "Student" tab in Lesesne Gateway

- Click on "'Add or Drop Classes'" under Registration Tools

The screenshot displays the Lesesne Gateway website with the 'Student' tab selected. The navigation bar includes links for Home, Campus Life, Library, Student, Faculty, Employee, MyTab, and Training. The main content area is divided into several panels:

- Manage Money & Make Payments:** Includes links to pay tuition, view OneCard information, and access the OneCard Campus Center.
- Financial Aid Spotlight:** Lists self-service links for Aid Status, Award Package, Award History, and Federal Shopping Sheet.
- Important Information & Resources:** Provides links to video guides for requirements, award acceptance, account access, scholarship information, veterans benefits, and the Treasurer's Office.
- Registration Tools:** A menu with options: Registration Status, Look Up Classes, Add or Drop Classes (highlighted with a red arrow), Class Schedule, View Holds, Midterm Grades, and Degree Evaluation.
- Transcript Request:** Contains a link to Order Your Official Transcript.
- My Courses:** Features a logo for The Citadel CoursEval System and a link to CoursEval System Login.

At the bottom left, there is a logo for the Federal Student Aid program with the text "START HERE GO FURTHER FEDERAL STUDENT AID" and the slogan "Funding Your Education - Start with the FAFSA".

- Under “Registration Term,” select the current term

Personal Information **Student**

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Registration Term

Select a Term:

RELEASE: 8.4


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- Under “Add Classes Worksheet,” put in the course reference number (CRN) of the course you want to register for and click submit changes


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Add or Drop Classes

 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Add Classes Worksheet

CRNs 

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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[[View Holds](#) | [Registration Fee Assessment](#)]

RELEASE: 8.5.1.2

- If the course is full, you will get a message indicating the course section is closed and the waitlist is open. You will also be notified of how many students are already on the waitlist.

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Add or Drop Classes

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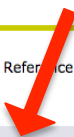
Registration Add Errors

Status
 This section is closed. The waitlist is open. There are 7 already on the waitlist. To be added to the Waitlist select 'Wait List' under the action code or choose a different section

Action	CRN	Subj	Crse	Sec	Level
None	10525	GERM	201	01	Undergraduate

Add Classes Worksheet

CRNs



- To be added to the waitlist select "Wait Listed" under the action code and click submit changes.

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Add or Drop Classes

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Registration Add Errors

Status
 This section is closed. The waitlist is open. There are 7 already on the waitlist. To be added to the Waitlist select 'Wait List' under the action code or choose a different section

Action	CRN	Subj	Crse	Sec	Level
<input checked="" type="checkbox"/> None <input type="checkbox"/> Wait Listed	10525	GERM	201	01	Undergraduate

Add Classes Worksheet

CRNs



- Your current schedule will reflect the course(s) where you are wait listed.

Search

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule



Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Wait Listed on Oct 15, 2014	None	10525	GERM	201	01	Undergraduate	0.000	Standard	Grade Letter	Undergra Intermediate German I

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 12.000
Date: Oct 15, 2014 02:46 pm

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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