

Waitlist Procedure for Students

Go to: "Student" tab in Lesesne Gateway

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

The screenshot shows 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 sections:

- Manage Money & Make Payments:** Includes a link to pay tuition and review billing information, and a list of options: Pay your bill for the current term, Arrange for electronic refunds, Enroll your parent to receive bills, and Browse prior billing statements.
- Financial Aid Spotlight:** Lists self-service links for Aid Status, Award Package, Award History, and Federal Shopping Sheet.
- Important Information & Resources:** Lists links for video guides on requirements and award acceptance, steps to access the financial aid account, scholarship information, veterans benefits, and the treasurer's office.
- Registration Tools:** A red arrow points to the 'Add or Drop Classes' link in a list that also includes Registration Status, Look Up Classes, Class Schedule, View Holds, Midterm Grades, and Degree Evaluation.
- Transcript Request:** Includes 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 'START HERE GO FURTHER FEDERAL STUDENT AID' with the text 'Funding Your Education - Start with the FAFSA'.

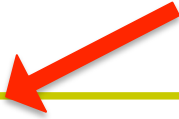
- Under “Registration Term,” select the current term

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

Personal Information **Student**

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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"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|



[\[View Holds | Registration Fee Assessment \]](#)

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.

Personal Information **Student**

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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.

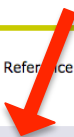
Registration Add Errors

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.

Personal Information **Student**

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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.

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"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|