



Introduction

This is a guide to the new automated wait list feature being enabled in MYYU for the Fall 2016 registration. The guide is a concise overview of how to use the new feature in your registration and important things to keep in mind when using the feature.

Please read this entire guide before registration to ensure the optimal experience. Special attention should be paid to the “*How do I register for a waitlist...*” section on **page 3** and “*Important things to remember...*” on **page 5**.

Office of the Registrar



What is Waitlisting & How Does it Help Me?

Many students face the dilemma of closed classes during registration. However, YU has now implemented a waitlisting feature within MYYU which will allow students to place themselves on a "wait list" and see where they are in line for a spot.

Disclaimer: Not ALL classes will use waitlisting as some departments may elect not to use waitlisting at all. Students may check with academic advising to determine whether waitlisting will be used for specific classes.

The Notification Letter

When a seat becomes available Banner will (by default) send a notification email letter to your email. It is important that you check your email on a regular basis so that you will be able to see if you've received this notification.

The letter will be as follows:

Congratulations,
You are now able to register for
34288 PHIL 2740 D1 Science and Religion
Your spot is being held for 30 hours (subject to the last day to add a class) after which time your spot will no longer be available to you and you will have to re-register for the wait list. So please log on to MYYU soon.
You must take action before:
21-MAR-2016 04:01 AM EASTERN TIME
As always we are here to assist you with anything you may need, or any questions you may have.
Sincerely,
Office of the Registrar

This letter is the **ONLY** notification that you will receive from the Registrar regarding the availability of a seat in a class with a waitlist. It is important that you take responsibility for your own registration in the class and pay special attention to the deadline listed in the email.



How Do I Know if a Class has a Waitlist?

You can tell whether or not a class has a waitlist available by checking the MYYU schedule of courses. Three new columns have been added to the display to help you know what your registration options are.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem						
<input type="checkbox"/>	10050	EDMD	3300	001	A	2.000	UTILIZATION OF INSTRUCTIONAL TECHNOLOGY FOR EDUCATORS	R	09:15 am-10:15 pm	25	22	3	25	0	25						
<div style="border: 1px solid black; padding: 2px; width: fit-content;">This class is open, so you can't join the waitlist until it closes.</div>													<div style="border: 1px solid black; padding: 2px; width: fit-content;">Total capacity of the waitlist.</div>			<div style="border: 1px solid black; padding: 2px; width: fit-content;">Current size of the waitlist</div>			<div style="border: 1px solid black; padding: 2px; width: fit-content;">Remaining seats on the waitlist</div>		
C	10051	EDMD	3300	002	A	2.000	UTILIZATION OF INSTRUCTIONAL TECHNOLOGY FOR EDUCATORS	R	12:30 pm-03:15 pm	25	25	0	25	8	17						
<div style="border: 1px solid black; padding: 2px; width: fit-content;">This class is closed, but there is still room on the waitlist</div>																					

How Do I Register for a Waitlist?

To register for a place on the wait list, access the registration area of MYYU, and type the CRN of the desired class into the fields at the bottom of the screen. Click the "Submit Changes" button.

23, 2010
 Web Registered on Mar 23, 2010 None 11725 CMD
 23, 2010
 Web Registered on Mar 23, 2010 None 11736 CMD
 23, 2010
 Web Registered on Apr 08, 2010 None 17168 HDF
 08, 2010
 Web Registered on Jun 10, 2010 None 17169 HDF

Total Credit Hours: 15.000
 Billing Hours: 15.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Jul 13, 2010 03:23 pm

Add Classes Worksheet

CRNs

18099

Submit Change Class Search Reset



The system will then evaluate whether there is room in the class for another student. If the class is closed, you will be given the option of electing to be on the waitlist.

Total Credit Hours: 15.000
 Billing Hours: 15.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Jul 13, 2010 03:24 pm

X Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec
Closed - 4 Waitlisted	None None Waitlist	18099	PHED	1200	001

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

If you want to be on the waitlist, select "Waitlist" from the "Action" dropdown menu and then click the "Submit Changes" button again.

Your schedule is displayed with the "Waitlist" status displayed for the desired class.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred
Web Registered on Mar 23, 2010	None	11699	CMDS	4510	001	Undergraduate	3.000
Web Registered on Mar 23, 2010	None	11725	CMDS	4560	1	Undergraduate	3.000
Web Registered on Mar 23, 2010	None	11736	CMDS	4580	1	Undergraduate	3.000
Web Registered on Apr 08, 2010	None	17168	HDFS	3460	001	Undergraduate	3.000
Web Registered on Jun 10, 2010	None	17169	HDFS	3010	003	Undergraduate	3.000
Waitlist on Jul 13, 2010	None	18099	PHED	1200	001	Undergraduate	0.000

Total Credit Hours: 15.000
 Billing Hours: 15.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Jul 13, 2010 03:27 pm

0 credit hours means that the student has not been billed for these credits yet



What do the Status Messages Mean?

Total Credit Hours: 15.000
 Billing Hours: 15.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Jul 13, 2010 03:24 pm

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec
Closed - 4 Waitlisted	None None Waitlist	18099	PHED	1200	001

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

Once you've attempted to register for a class, Banner will display one of four status messages on your registration screen.

- 1) Closed -- ### Waitlisted
- 2) Open -- ### Waitlisted
- 3) Closed – Waitlist Filled
- 4) Open – Waitlist Filled

If you receive message 1 or 2, you can place onto the waitlist and wait for a spot to free up!
 If you receive message 3 or 4 then all available seats have been taken or offered to others on the waitlist.

Where do I go if I Have Questions?

If you have questions about the use of a waitlist for a particular course, see an academic advisor. Academic advising is the best “first stop” for information.

Important Things to Remember

- 1) **BE READY!** It is **VITAL** to make sure that you do not have registration holds on your records. Registration holds will prevent you from registering/waitlisting for classes.
- 2) **CHECK EMAIL!** You will receive **ONLY 1 email notification** of an available seat in a class. You **MUST** be sure to check your email on a regular basis, or you will miss the chance to get a seat from the waitlist. If you miss your chance, you can place yourself on the waitlist again, but your priority will be last in line.
- 3) **MIND THE TIME!** You will have 30 hours to respond to a waitlist notification. If you drop the course during this time re-entry is no longer guaranteed.
- 4) **PREPARE YOUR EMAIL!** Please note, **YOU** can't be responsible for undelivered or unread notification emails. Emails will be sent from **registrar_waitlist@yu.edu**. To best assure delivery, it is highly recommended that you add this address to your “Trusted Senders” or “Safe Senders” list if your email service allows this. It will help to prevent notifications going to the “Spam” folder.
- 5) **WHICH EMAIL?** The system will send email to your “preferred” email address in MYYU. Typically, that will be your YU GMAIL address, which you may or may not be forwarding to another server. If you are not sure about your current “preferred” address, please contact the Registrar for assistance in confirming what address this is.
- 6) **BE KIND TO OTHERS!** If you are no longer interested in a course that you have waitlisted for, please drop the course. This will help ensure that another student in line has a better chance of being placed.
- 7) **HAVE A PLAN!** Your chances of getting in to a course you waitlisted for may be relatively low. Have an alternate plan in the event you do not place into your desired course.
- 8) **DOUBLE CHECK!** You are only on the wait list if your registration status on your schedule indicates that you are waitlisted as per below:



Status	Action	CRN	Subj	Crse	Sec	Level	Cred
Web Registered on Mar 23, 2010	None	11699	CMDS	4510	001	Undergraduate	3.000
Web Registered on Mar 23, 2010	None	11725	CMDS	4560	1	Undergraduate	3.000
Web Registered on Mar 23, 2010	None	11736	CMDS	4580	1	Undergraduate	3.000
Web Registered on Apr 08, 2010	None	17168	HDFS	3460	001	Undergraduate	3.000
Web Registered on Jun 10, 2010	None	17169	HDFS	3010	003	Undergraduate	3.000
Waitlist on Jul 13, 2010	None	18099	PHED	1200	001	Undergraduate	0.000

Total Credit Hours: 15.000
Billing Hours: 15.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jul 13, 2010 03:27 pm

0 credit hours means that the student has not been billed for these credits yet

If you do not see this confirmation you are not on the wait list, try to put yourself on the wait list again.



Office of the Registrar Contacts – Registration Assistance

Beren Campus

Monday - Thursday

9 a.m. - 5:30 p.m.

Friday

9 a.m. - 2:30 p.m.

215 Lexington Avenue (@33rd Street)

6th Floor

New York, NY 10016

Phone: 212.340.7777

Fax: 212.340.7837

berenregistrar@yu.edu

Cardozo School of Law

Monday - Thursday

9 a.m. - 5:30 p.m.

Friday

9 a.m. - 2:30 p.m.

55 Fifth Avenue (@12th Street)

Room 1034

New York, NY 10003

Phone: 212.790.0295

Fax: 212.790.0341

brookdaleregistrar@yu.edu

Ferkauf Graduate School

Monday - Thursday

9 a.m. - 5:30 p.m.

Friday

9 a.m. - 2:30 p.m.

Rousso Building

1165 Morris Park Avenue

Bronx, NY 10461

Phone: 718.430.3943

Fax: 718.430.3960

resnickregistrar@yu.edu

Wilf Campus

Monday - Thursday

9 a.m. - 5:30 p.m.

Friday

9 a.m. - 2:30 p.m.

500 W. 185th Street, Furst 114

New York, NY 10033

Phone: 212.960.5274

Fax: 212.960.0004

wilfregistrar@yu.edu