

STUDENT PLANNING

WAITLISTING A COURSE

This handout will show the step-by-step process on how to waitlist a course using the Student Planning module of CWI's Online Self-Service program.

To begin, access Student Planning located within myCWI – click on “My Toolkit for Students”



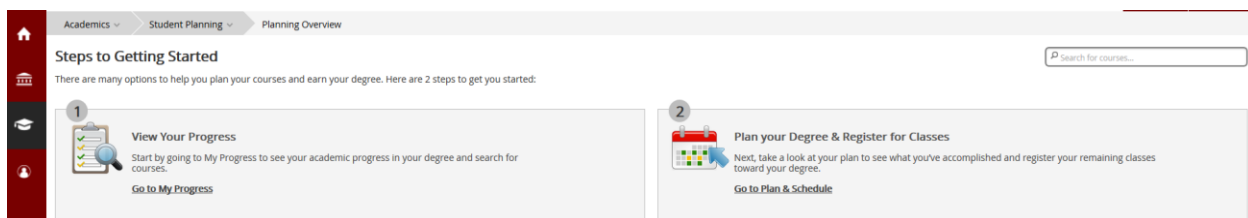
Click on “Plan & Register”



Click on “Plan & Register” one more time.




This will take you to the Academics home page.



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Click on Box 2 "Plan Your Degree and Register for Classes".

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Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

If a course that you would like to take is waitlisted you can add yourself to the course waitlist. Start by choosing the correct section.

Click on View Other Sections and choose the desired section by clicking on it in the column on the left.

ENGL-101: English Composition 1 ✕

▼ **View other sections**

◀ < 1 of 11 > ▶

⚠ **This section has a waitlist**

ENGL-101-001: English Composition 1
Waitlisted: 1
Instructor: Purvis Aldrich, J
Time: TTh 8:30 AM - 9:45 AM
Dates: 1/17/2017 - 5/13/2017
Location: Nampa Campus Academic Building
301 (Lecture)

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A pop up menu will appear with a red bar showing the section has a waitlist. Click on “Add Section”.

ENGL-101-001: English Composition 1
2017 Spring Semester

Instructors Purvis Aldrich, J (christianaldrich@cwidaho.cc, 208-562-3307)

Meeting Information Tu, Th 8:30 AM 9:45 AM
1/17/2017 - 5/13/2017
Nampa Campus, Academic Building 301 (Lecture)

Dates 1/17/2017 - 5/13/2017

This section has a waitlist.

Seats Available 1 of 26 Total

Waitlisted 1

Credits 3

Grading Graded

Requisites ⚠ Student must have obtained a satisfactory placement score prior to registering for this course. - Must be completed prior to taking this course.

Course Description English 101 emphasizes the process and strategies of writing with critical attention to purpose, audience, and style. Students write analytical essays based on readings, observations, and ideas; develop their inventiveness and voice; and edit for style conventions of standard usage. This course introduces students to academic writing conventions, including integrating sources and using a citation system. PREREQ: Satisfactory placement score or prior completion of ENGL 015, ENGL 020, or ENGL 090. COREQ: ENGL 100, if required by placement score. (This CWI course meets Idaho State Board GEM competency requirements in GEM 1 - Written Communication.)

Books [Bookstore Information](#)

Close Add Section

The class now appears on the calendar in yellow with a thin red border. The column on the left indicates that this class is only planned and not waitlisted yet. Click the “Waitlist” button in the left hand column.

ENGL-101-001: English Composition 1 ✕

Planned

Credits: 3
Grading: Graded
Instructor: Purvis Aldrich, J
1/17/2017 to 5/13/2017
Seats Available: 1

Meeting Information

Waitlist

View other sections

	Sun	Mon	Tue	Wed	Thu
7am					
8am					
9am			ENGL-101-001		ENGL-101-001
10am					
11am					
12pm					
1pm					

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The course remains in yellow with a thin red border and the column on the left now indicates that you are on the waitlist and says "Drop Waitlist"

ENGL-101-001: English Composition 1

✔ Waitlisted

Credits: 3
Grading: Graded
Instructor: Beautrow, L
8/21/2017 to 12/16/2017
Waitlisted: 1

> Meeting Information

Drop Waitlist

> View other sections

	Sun	Mon	Tue	Wed	Thu	
7am						
8am						
9am			ENGL-101-001		ENGL-101-001	
10am						
11am						
12pm						
1pm						

If a space opens up in the waitlisted class you will be notified through your student email and will have access to register for the course. If you do not register within 48 hours of receiving the email you will be dropped and the seat will be offered to the next student on the list.

If you no longer wish to be waitlisted for a course please drop the course so that other students may move up the queue more quickly. This can be done by finding the course on this screen and selecting "Drop Waitlist" in the left hand column.

ENGL-101-001: English Composition 1

✔ Waitlisted

Credits: 3
Grading: Graded
Instructor: Beautrow, L
8/21/2017 to 12/16/2017
Waitlisted: 1

> Meeting Information

Drop Waitlist

> View other sections

	Sun	Mon	Tue	Wed	Thu	
7am						
8am						
9am			ENGL-101-001		ENGL-101-001	
10am						
11am						
12pm						
1pm						

Dropping from the waitlist will not remove the course from your calendar or from your planned course list. To remove the course from your calendar click the small X found on the section.

	Sun	Mon	Tue	Wed	Thu	F
7am						
8am						
9am			ENGL-101-001		ENGL-101-001	
10am						
11am						
12pm						

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To remove a course entirely from your planned course list, and subsequently your timeline, click the X in the gray section of the course in the left hand column.

ENGL-101-001: English Composition 1 

Planned

Credits: 3
Grading: Graded
Instructor: Beautrow, L
8/21/2017 to 12/16/2017
Waitlisted: 0

> **Meeting Information**

> **View other sections**

A pop up menu will confirm that you wish to completely remove this course from your schedule and timeline. Click "Remove".

Confirm Remove Course

Are you sure you want to remove the following item from 2017 Fall Semester?

ENGL-101: English Composition 1

If you need additional help in resolving waitlisting errors please contact our One Stop representatives in person, on the phone at 208-562-3000, or by email at onestop@cwidaho.cc.