

ADDING TO A WAIT LIST IN WEBCENTRAL/MYWEB:

- 1) Select "Add/Drop" classes in the registration area.

The screenshot shows the top of the University of Denver web portal. The header features the University of Denver logo and the text "DU Test Environment - RED". Below the header is a navigation bar with tabs for "Personal Info", "Alumni", "Student & Financial Aid", "Faculty", and "Employee". A search bar is located below the navigation bar. The main content area contains a list of links for various services, including "Select Term", "Schedule of Classes", "Dynamic Catalog", "Add/Drop Classes", "Look-up Classes to Add", "Change Class Options", "Student Schedule by Day & Time", "Student Detail Schedule", "Registration Fee Assessment", "Withdrawal Information", "Check Your Registration Status", "Click here to order your books or-line from the DU bookstore.", "Accept/Waive Health Insurance and Fee", "COF Stipend Authorization", "COF Stipend History", "Withdraw from DU", and "Course Planning Worksheet (School of Social Work only)". The version number "RELEASE: 8.5.1" is displayed at the bottom left.

- 2) Select the "SEMESTER" term in the term selection area.

The screenshot shows the "Select Term" page of the University of Denver web portal. The header and navigation bar are identical to the previous screenshot. The main content area features a "Select Term" section with a dropdown menu currently set to "Spring Semester 2012". A "Submit" button is located below the dropdown menu. The version number "RELEASE: 8.4" is displayed at the bottom left. The browser's address bar shows the URL "https://testmyweb.du.edu/red/bwslfreg_P_AltPin".

- 3) Enter the CRN in one of the boxes at the bottom of the screen.

UNIVERSITY OF DENVER *DU Test Environment - RED*

Personal Info | Alumni | Student & Financial Aid | Faculty | Employee

Search

RETURN TO MENU SITE F

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Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be added/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Add Classes Worksheet

CRNs

[View Holds | Change Course Options | Registration Fee Assessment]

RELEASE: 6.5.1

- 4) You will see a drop-down box to select wait list

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Search

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Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	None None Wait Listed	1099	LAWS	4032	1	Law Semester 3.000	Standard	Letter	Legal Analysis Strategies	

Add Classes Worksheet

CRNs

[View Holds | Change Course Options | Registration Fee Assessment]

5) Click wait list and submit changes again:

Personal Info Alumni Student & Financial Aid Faculty Employee

Search [RETURN](#)

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Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Wait Listed on Dec 07, 2011	None	1099	LAWS	4032	1	Law Semester	0.000	Standard Letter		Legal Analysis Strategies

Total Credit Hours: 0.000
Billing Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Dec 07, 2011 04:27 pm

Add Classes Worksheet

CRN
