

1. Type the six digit CRN into the Add/Drop Classes page. Press "Submit Changes".

Add/Drop Classes:

XXXX1234 Jane Doe
Summer 1 2016
April 1 2016

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 table.

To add a 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 dropped.

When add/drops are complete click *Submit Changes*.

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

Payment is due immediately upon registration. Students who have not paid their fees will be dropped from their classes for nonpayment.

Add Classes Worksheet

CRNs

1 →

2 →

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100%

- Please observe whether the section is “full”. If the section is full and a student wishes to waitlist the section, then select “Waitlist Registration” from the “Action” column, press “Submit Changes”.

Personal Information **Student** Financial Aid Faculty Services Employee

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XXXX1234 Jane Doe
Summer 1 2016
April 1, 2016

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 table.

To add a 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 dropped.

When add/drops are complete click *Submit Changes*.

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

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Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
1 → This section is full, but there are Waitlist seats available. You may place yourself on the waitlist or select a different section.	None Waitlist Registration	30035	ART	100	031	Undergraduate	3.000	Standard	Letter Grade	Basic Drawing and Composition

↑

Add Classes Worksheet 2

CRNs

3 →

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100%

- This course will be shown on the student's current schedule as "Waitlist Registration" rather than "***Web Registered**" until the student is able to register for it, manually drops it, or the section does not open up by the end of add/drop. NOTE: Waitlist Registration status means that you are not currently registered for the waitlisted course.

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 table.

To add a 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 dropped.

When add/drops are complete click *Submit Changes*.

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

Payment is due immediately upon registration. Students who have not paid their fees will be dropped from their classes for nonpayment.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Waitlist Registration on Apr 01,2016	None	30035	ART	100	031	Undergraduate	0.000	Standard Letter Grade		Basic Drawing and Composition

Total Credit Hours: 0.000
 Billing Hours: 0.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Apr 01,2016 09:52 am

Add Classes Worksheet

CRNs

[[View Holds](#) | [Change Course Options](#) | [Registration Fee Assessment](#)]

RELEASE: 8.7.1

100%

4. If the student becomes eligible to register for a waitlisted class, the student will receive an email informing them they have 24 hours to register for the class.

SAMPLE:

Dear Student Banner ID: XXXXXXXX ,

You placed yourself on a Waitlist for ART 100 Basic Drawing and Composition 031 30035

A seat is now available for the above listed course.

1. You have 24 hours from the date and time of this e-mail to register for this seat.
2. If you do not register within the allotted 24 hours period, you will be automatically removed from the waitlist for this course and the seat will be available to the next student on the waitlist.
3. Important: If you are receiving this message during the final 48 hours of the University's drop/add period, you will only have 4 hours to register for the open waitlist seat. If registration is not completed within the 4 hour time period, you will automatically be removed from the waitlist for the above listed course, and the next person on the waitlist will be contacted.

This E-mail is sent from an unmonitored E-mail account. Replies sent to this account will not be answered.
The Office of the University Registrar

- Once the student is eligible to register for the waitlisted class, they must log into Aggie Access Online, go to the 'Add/Drop Classes' page again, and choose '**Web Registered**' from the options under the 'Action' column. Press the 'Submit Changes'.

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To add a 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 dropped.

When add/drops are complete click *Submit Changes*.

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

Payment is due immediately upon registration. Students who have not paid their fees will be dropped from their classes for nonpayment.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Waitlist Registration on Apr 01,2016	<div style="border: 1px solid black; padding: 2px;"> None Web Drop Web Registered </div>	30035	ART	100	031 Undergraduate	0.000	Standard Letter Grade	Basic Drawing and Composition

Total Credit Hours: 0.000
 Billing Hours: 0.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Apr 01,2016 09:59 am

6. Now, the student is enrolled in that section which is reflected on their 'Current Schedule'.

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 table.

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When add/drops are complete click *Submit Changes*.

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

Payment is due immediately upon registration. Students who have not paid their fees will be dropped from their classes for nonpayment.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Apr 01,2016	None	30035	ART	100	031 Undergraduate	3.000	Standard Letter Grade	Basic Drawing and Composition

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Apr 01,2016 10:01 am