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

Add/Drop Classes:	■ <mark>×</mark>
File Edit View Favorites Iools Help	
👍 🕘 Women and Minority-Ow 🗿 - North Carolina A&T Stat 🗿 Suggested Sites 🔻 👋 🏠 💌 🔝 💌 🖃 🖶 💌 Page 💌 Safety 💌 Tools 💌	? ~ [∞]
Add/Drop Classes: XXXX1234 Jane Do Summer 1 201	¢ 6
Use this interface to add or drop classes for the selected term. If you have already registered for the term, those class will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table.	ses
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.	e
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 <u>immediately</u> upon registration. Students who have not paid their fees will be dropped from their classes for nonpayment.	n
Add Classes Worksheet	
CRNs	
→ 30035 →]
Submit Changes Class Search Reset	_
[View Holds Change Course Options Registration Fee Assessment]	~
€ 10	0% - "á

2. 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".

(C	https://ssbtest-ncat.uncecs.e							
<u>F</u> ile	<u>E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp							
% (🔁 Women and Minority-Ow 🖉 - No	rth Carolina A&T Stat 🤗] Suggested Sites 👻 🙋 Web S	Slice Gallery 🔻		≙ •	□ - □ ⇒ -	Page ▼ Safety ▼ Tools •
Po	arconal Information (Student)	Financial Aid Facult	v Sorvicos Employoo	1171	MF. SETC.ANUS	<u>\$</u> //		
Se	earch	Go	y services Employee					
				RETURN TO M	IENU SITE MAP	HELP EXIT		
Δι	dd/Dron Classes						Х	XXX1234 Jane Doe Summer 1 2016
/ ((April 1. 2016
	To add a class enter, the C field. If no options are liste	ourse Reference Nued in the Action field	umber (CRN) in the A d then the class may	dd Class table. C not be dropped.	lasses may be d	lropped by using th	e options availa	ble in the Action
	When add/drops are comp	lete click Submit Ch	hanges.					
	When add/drops are comp If you are unsure of which	lete click <i>Submit Ch</i> classes to add, clicl	hanges. k Class Search to rev	iew the class sch	edule.			
	When add/drops are comp If you are unsure of which Payment is due <u>immedia</u>	lete click <i>Submit Ch</i> classes to add, clicl ately upon registr	hanges. k Class Search to rev r <mark>ation. Students wh</mark>	iew the class sch o have not paid	edule. I their fees wil	l be dropped fron	n their classes	for nonpayment.
0 F	When add/drops are comp If you are unsure of which Payment is due immedia Registration Add Errors	lete click <i>Submit Ch</i> classes to add, clici <mark>ately</mark> upon registr	hanges. k <i>Class Search</i> to rev r <mark>ation. Students wh</mark>	iew the class sch I <mark>o have not paic</mark>	edule. I their fees wil	l be dropped fron	n their classes	for nonpayment.
0 F Sta	When add/drops are comp If you are unsure of which Payment is due immedia Registration Add Errors tatus	lete click <i>Submit Ch</i> classes to add, clici <mark>ately</mark> upon registr	hanges. k Class Search to rev ration. Students wh Action	iew the class sch to have not paid CRN Sub	edule. I their fees wil J Crse Sec Lev	l be dropped fron vel Cred	n their classes Grade Mode	for nonpayment. • Title
● I Sta Thi sea the	When add/drops are comp If you are unsure of which Payment is due immedia Registration Add Errors tatus is section is full, but there eats available. You may pla ie waitlist or select a differ	lete click <i>Submit Ch</i> classes to add, clici ately upon registr e are Waitlist ace yourself on rent section.	hanges. k Class Search to rev ration. Students wh Action None Waitlist Registratio	iew the class sch to have not paid CRN Sub 30035 ART	edule. I their fees wil I Crse Sec Lev 100 031 Und	I be dropped from vel Cred dergraduate 3.000	n their classes Grade Mode O Standard Letter Grade	for nonpayment. Title Basic Drawing and Composition
• F Sta Thi sea the Ad	When add/drops are comp If you are unsure of which Payment is due immedia Registration Add Errors tatus his section is full, but there hats available. You may pla we waitlist or select a differ dd Classes Workshee	lete click <i>Submit Ch</i> classes to add, clici ately upon registr e are Waitlist ace yourself on rent section.	hanges. k Class Search to rev ration. Students wh Action None Waitlist Registratio	iew the class sch to have not paid CRN Sub 30035 ART	edule. I their fees wil I Crse Sec Lev 100 031 Und	I be dropped from vel Cred dergraduate 3.000	n their classes Grade Mode O Standard Letter Grade	for nonpayment. Title Basic Drawing and Composition
• F Sta The sea the Ad	When add/drops are comp If you are unsure of which Payment is due immedia Registration Add Errors tatus his section is full, but there ats available. You may pla e waitlist or select a differ dd Classes Workshee RNs	lete click <i>Submit Ch</i> classes to add, clici ately upon registr e are Waitlist ace yourself on rent section. et	hanges. k Class Search to rev ration. Students wh Action Waitlist Registratio	iew the class sch to have not paid CRN Sub 30035 ART	edule. I their fees wil I Crse Sec Let 100 031 Und	l be dropped from vel Cred dergraduate 3.000	n their classes Grade Mode O Standard Letter Grade	for nonpayment.
er Sta Th sea the Ad	When add/drops are comp If you are unsure of which Payment is due immedia Registration Add Errors tatus his section is full, but there ats available. You may pla le waitlist or select a differ dd Classes Workshee RNs	lete click <i>Submit Ch</i> classes to add, clici ately upon registr e are Waltlist ace yourself on rent section. et	hanges. k Class Search to rev ration. Students wh Action Waitlist Registratio	CRN Sub 30035 ART	edule. 1 their fees wil ij Crse Sec Lev 100 031 Und	l be dropped from vel Cred dergraduate 3.000	n their classes Grade Mode O Standard Letter Grade	for nonpayment.
ersta Sta Ad CR	When add/drops are comp If you are unsure of which Payment is due immedia Registration Add Errors tatus his section is full, but there eats available. You may play the waitlist or select a differ dd Classes Workshee RNS Submit Changes Class S	lete click Submit Ch classes to add, clici ately upon registr e are Waitlist ace yourself on rent section. et	hanges. k Class Search to rev ration. Students wh Action None Waitlist Registratio 2	CRN Sub	edule. I their fees wil I Crse Sec Lev 100 031 Und	I be dropped from vel Cred dergraduate 3.000	Grade Mode O Standard Letter Grade	for nonpayment.
er Sta > Th sea the Ad CR Sa	When add/drops are comp If you are unsure of which Payment is due immedia Registration Add Errors tatus his section is full, but there has available. You may pla te waitlist or select a differ dd Classes Workshee RNS Submit Changes Class S	lete click Submit Ch classes to add, clici ately upon registr e are Waitlist ace yourself on rent section. et earch Reset [View H	hanges. k Class Search to rev ration. Students wh Action None Waitlist Registratio 2 Lolds Change Cour	iew the class sch o have not paid CRN Sub 30035 ART	edule. I their fees wil Crse Sec Lev 100 031 Une	I be dropped from vel Cred dergraduate 3.000	n their classes	for nonpayment.

3. 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.

🍰 🙋 Women and Minority-Ow 🧧 - North Carolina	a A&T Stat 🧃 Suggested Sites 🔻	🥙 Web Slice Gallery 👻		🏠 🗸	🔊 🔹 🖶 🕶 <u>P</u> age 🕇	 Safety ▼ Tools
Use this interface to add or drop c Registered Successfully section. Ad	lasses for the selected te dditional classes may be	erm. If you have alread added in the Add Clas	ly registered for th s table.	e term, those class	es will appear in the	Class
To add a class enter, the Course R field. If no options are listed in the	eference Number (CRN) Action field then the cla	in the Add Class table ass may not be droppe	. Classes may be o d.	lropped by using th	e options available ir	n the Action
When add/drops are complete clic	k Submit Changes.					
If you are unsure of which classes	to add, click Class Searc	ch to review the class s	chedule.			
Payment is due <u>immediately</u> up	oon registration. Stude	ents who have not p	aid their fees wil	l be dropped fron	n their classes for	nonpayment
Current Schedule						
Status Waitlist Pogistration on Apr	Action CRN St	ubj Crse Sec Level	Cred G	rade Mode	Title Basic Drawing :	and
	None + 30033 A		G G	rade	Composition	anu
01,2010						
			_			
Total Credit Hours: 0.000			-		·	
Total Credit Hours: 0.000 Billing Hours: 0.000 Minimum Hours: 0.000			-		·	
Total Credit Hours: 0.000 Billing Hours: 0.000 Minimum Hours: 0.000 Maximum Hours: 18.000			_		·	
Total Credit Hours: 0.000 Billing Hours: 0.000 Minimum Hours: 0.000 Maximum Hours: 18.000 Date: Apr 01,2016 09	9:52 am		-		·	
Total Credit Hours: 0.000 Billing Hours: 0.000 Minimum Hours: 0.000 Maximum Hours: 18.000 Date: Apr 01,2016 09	9:52 am		-			
Total Credit Hours: 0.000 Billing Hours: 0.000 Minimum Hours: 0.000 Maximum Hours: 18.000 Date: Apr 01,2016 09 Add Classes Worksheet	9:52 am					
Total Credit Hours: 0.000 Billing Hours: 0.000 Minimum Hours: 0.000 Maximum Hours: 18.000 Date: Apr 01,2016 09 Add Classes Worksheet	9:52 am					
Total Credit Hours: 0.000 Billing Hours: 0.000 Minimum Hours: 0.000 Maximum Hours: 18.000 Date: Apr 01,2016 09 Add Classes Worksheet CRNs	9:52 am					
Total Credit Hours: 0.000 Billing Hours: 0.000 Minimum Hours: 0.000 Maximum Hours: 18.000 Date: Apr 01,2016 09 Add Classes Worksheet CRNs	9:52 am					
Total Credit Hours: 0.000 Billing Hours: 0.000 Minimum Hours: 0.000 Maximum Hours: 18.000 Date: Apr 01,2016 09 Add Classes Worksheet CRNs Submit Changes Class Search	9:52 am					
Total Credit Hours: 0.000 Billing Hours: 0.000 Minimum Hours: 0.000 Maximum Hours: 18.000 Date: Apr 01,2016 09 Add Classes Worksheet CRNs Submit Changes Class Search	9:52 am					

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

5. 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'.

to be the set of the set of the best of the set of the	
🗲 🗇 🎯 https://ssbtest-ncat.uncecs.edu/piz/NCATTEST/bwskfreg.P_AItPin 👂 🖌 🗟 C 🙋 Add/Drop Classes: 🛛 🗙	☆ ★ 🔅
Eile Edit View Favorites Iools Help	
🎭 🗿 Women and Minority-Ow 🗿 - North Carolina A&T Stat 🗿 Suggested Sites 🔻 🗿 Web Slice Gallery 👻 🦄 👻 📓 👻 📓 👻 🔤	je ▼ <u>S</u> afety ▼ T <u>o</u> ols ▼ @ ▼ [≫]
	~
Duse this interface to add or drop classes for the selected term. If you have already registered for the term, those cla the Class Registered Successfully section. Additional classes may be added in the Add Class table.	sses will appear in
To add a class enter, the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using available in the Action field. If no options are listed in the Action field then the class may not be dropped.	the options
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 <u>immediately</u> upon registration. Students who have not paid their fees will be dropped fro for nonpayment.	om their classes
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 Basic Web Drop Web Registered Web Registered Grade Comp	Drawing and position
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'.

FIL FID MO F D	T. 1. 11.1						-	
File Edit View Favorites	<u>I</u> ools <u>H</u> elp	olina A 8/T Stat	Suggested Site	ar 🚽 🗿 Web Slice Galler		A • R • I		Safety - Tools -
a e women and winonty-	ow 🤤 - North Ca		Suggested Site	es • e web slice Galler	y •			
Use this interfac	e to add or dro ered Successfu	p classes for t ly section. Ad	the selected Iditional clas	l term. If you have sses may be adde	e already regis d in the Add C	stered for the tern Class table.	n, those classe	s will appear i
To add a class e available in the <i>i</i>	nter, the Cours Action field. If i	e Reference N 10 options are	lumber (CRI listed in the	N) in the Add Clas e Action field then	s table. Class the class ma	es may be droppe y not be dropped.	d by using the	options
When add/drops	are complete	click <i>Submit C</i>	Changes.					
If you are unsur	e of which clas	ses to add, cli	ck Class Sea	<i>arch</i> to review the	class schedul	le.		
for nonpaymer	it.	upon regist		idents who have				
for nonpaymer	ule	upon regist						
for nonpayment Current Sched	ule Actio	n CRN	Subj Crs	e Sec Level	Cred	Grade Mode	Title	
for nonpaymer Current Sched Status Web Registered or 01,2016	at. ule Actio	n CRN 30035	Subj Crse 5 ART 100	e Sec Level 031 Undergrad	Cred C Juate 3.000 S	Grade Mode Standard Letter Grade	Title Basic Draw Compositio	ing and n
for nonpaymer Current Sched Status Web Registered or 01,2016 Total Credit Hours	ule Actio Apr None : 3.000	n CRN	Subj Crs 5 ART 100	e Sec Level 031 Undergrad	Cred C luate 3.000 S C	Grade Mode Standard Letter Grade	Title Basic Draw Compositio	ing and n
for nonpaymer Current Sched Status Web Registered or 01,2016 Total Credit Hours Billing Hours:	Action Apr None 3.000	n CRN	Subj Crse 5 ART 100	e Sec Level 031 Undergrad	Cred C luate 3.000 S C	Grade Mode Standard Letter Grade	Title Basic Draw Compositio	ing and n
for nonpaymer Current Sched Status Web Registered or 01,2016 Total Credit Hours Billing Hours: Minimum Hours:	Actio Apr None 3.000 0.000	n CRN	SubjCrse 5 ART 100	e Sec Level	Cred C luate 3.000 S C	Grade Mode Standard Letter Grade	Title Basic Draw Compositio	ing and n
for nonpaymer Current Sched Status Web Registered or 01,2016 Total Credit Hours Billing Hours: Minimum Hours: Maximum Hours:	Actio Apr None : 3.000 3.000 0.000 18.000	n CRN	Subj Crs 5 ART 100	e Sec Level 031 Undergrad	Cred (duate 3.000 S	Grade Mode Standard Letter Grade	Title Basic Draw Compositio	ing and n
for nonpaymer Current Sched Status Web Registered or 01,2016 Total Credit Hours Billing Hours: Minimum Hours: Maximum Hours: Date:	Actio Apr None 3.000 3.000 0.000 18.000 Apr 01,2016	n CRN V 30035	Subj Crse 5 ART 100	e Sec Level 031 Undergrad	Cred C luate 3.000 S C	Grade Mode Standard Letter Grade	Title Basic Draw Compositio	ing and n
for nonpaymer Current Sched Status Web Registered or 01,2016 Total Credit Hours Billing Hours: Minimum Hours: Maximum Hours: Date:	Actio Apr None 3.000 3.000 0.000 18.000 Apr 01,2016	n CRN 3003:	Subj Crse 5 ART 100	e Sec Level	Cred C luate 3.000 S C	Grade Mode Standard Letter Grade	Title Basic Draw Compositio	ing and n