HOW TO USE THE WAITLIST
VISIT ONTRACK, search for sections – as normal
SECTION FULL? *Select the Waitlist option*

*Not all sections are eligible to be waitlisted.*
WAITLISTED A SECTION, *now what?*

Your waitlisted sections will be saved on OnTrack’s *Manage My Waitlist* page.

### Current Students

### Manage My Waitlist

<table>
<thead>
<tr>
<th>Action</th>
<th>Waitlist Status</th>
<th>Term</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
<th>Waitlist</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Active</td>
<td>Fall 2020</td>
<td>COM<em>220</em>C (80017) Creating Multimedia Content</td>
<td></td>
<td>08/25/2020-12/15/2020 Tuesday, Thursday 12:25PM - 02:05PM, McEwen Communications Bldg., Room 207</td>
<td>C.</td>
<td>4.00</td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>
CHECK YOUR EMAIL!

When a seat in a waitlisted section becomes available, the first person on the list will receive an email notification.
You received the email notice

From: registrar <registrar@elon.edu>
Sent: Tuesday, April 7, 2020 10:35 AM
Subject: Waitlist - Space Available

Dear student,

You now have permission to register for the following section:

Term: 20/01
Section: COM*220*C
Title: Creating Multimedia Content

To claim the seat, go to OnTrack for Students > Manage My Waitlist. You must register for the section no later than 11:59PM on April 9, 2020 or before the end of Drop/Add, whichever comes first.

If you have any questions, please contact us at 336-278-6677, or by email at registrar@elon.edu.

Best regards,
Office of the University Registrar

Act now!
Email recipients have ONE DAY to decide whether or not to register.
WHERE DO YOU GO?

To claim the seat, visit OnTrack for Students > Manage My Waitlist.

Do NOT go to Register for Sections.
REGISTER OR REMOVE ... your choice

But make that decision ASAP. If you miss your one-day window, you lose your chance to register for the waitlisted section.
Can students waitlist multiple sections of the same course?

Yes. The student will be dropped from the other waitlists if they register for an available seat.
Can I see my position in the waitlist?

No. But you can see the total number of people who have waitlisted a section at OnTrack for Students > Manage My Waitlist.
STILL HAVE WAITLIST QUESTIONS?

Email registrar@elon.edu