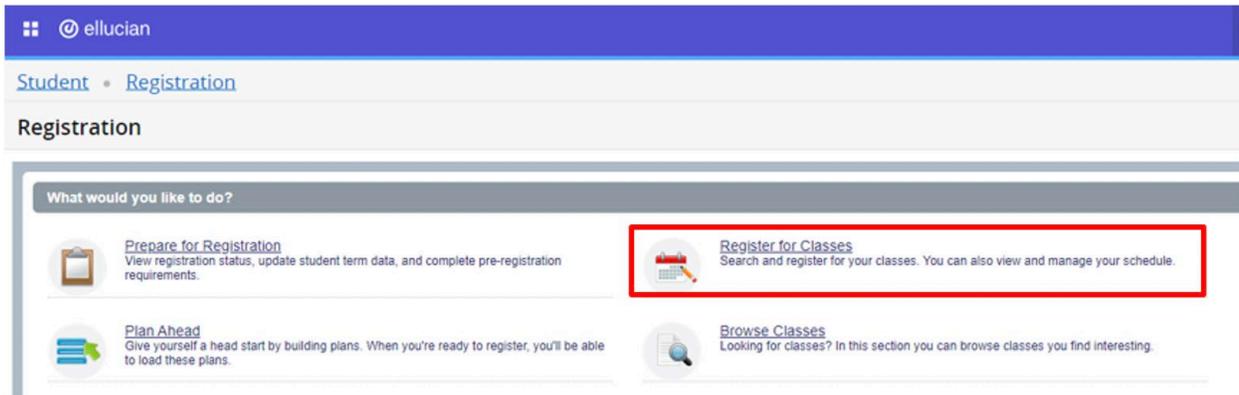
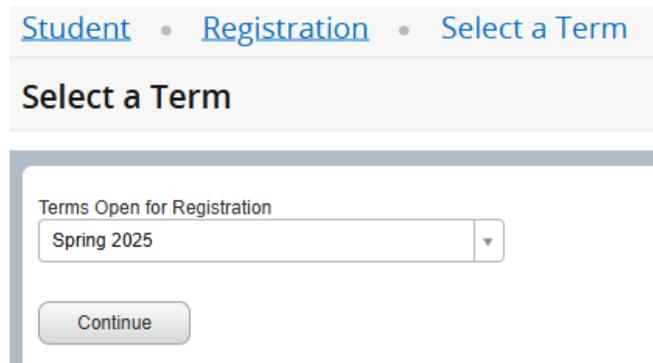


Adding yourself to the waitlist and Registering if a seat becomes available

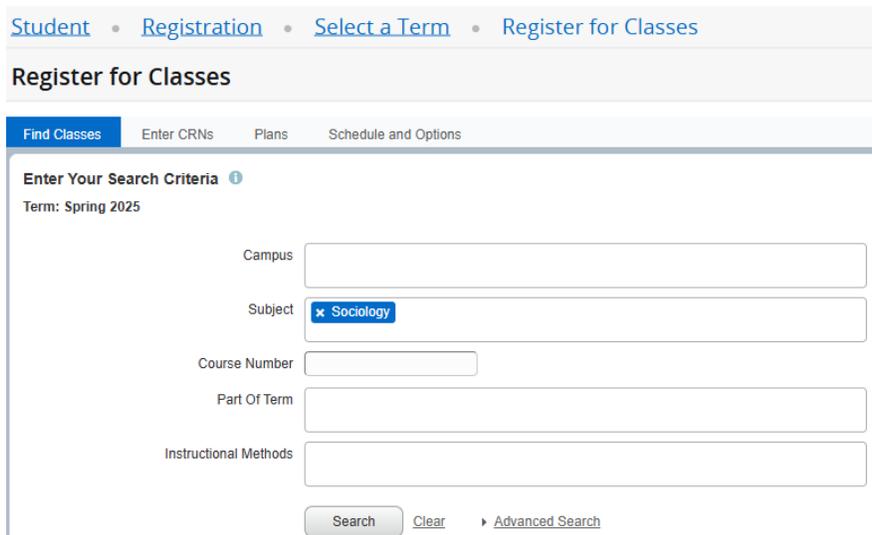
From my.pennwest.edu – Student Services - Registration, select Register for Classes.



Select the term of registration and click Continue



Perform a search for the course in which you are interested.



If a class is full and can be waitlisted, you can identify the number of waitlist seats remaining listed under "Status": Example "5 of 5 waitlist seats remain"

Register for Classes

CRN	Term	Subject	Course	Section	Title	Hours	Meeting Times	Campus	Status	Schedule Type
11208	Spring 2025	SOCI	1000	001	Introduction to Sociology	3	Su/Mo/Tu/We/Th/Fr/Sa - 09:30 AM - 10:45 AM Type: Class Building: Duda Hall Room: 202 Start Date: 01/13/2025 End Date: 05/02/2025	Calif...	FULL: 0 of 40 seats remain. 5 of 5 waitlist seats remain.	Lecture

If a course is not able to be waitlisted the waitlist seat count will not show:

CRN	Term	Subject	Course	Section	Title	Hours	Meeting Times	Campus	Status	Schedule Type
12411	Spring 2025	SOCI	4950	500	Internship in Sociology	3	Su/Mo/Tu/We/Th/Fr/Sa - Type: To Be Arranged Building: Off Campus Room: None Start Date: 01/13/2025 End Date: 05/02/2025	Pen...	FULL: 0 of 1 seats remain.	Internship

To add yourself to the waitlist, select “Add”. This will add the course to the “Summary” section.

11549	Spring 2025	EXSC	1840	400	Technology Integration in Health	3	Su/Mo/Tu/We/Th/Fr/Sa - Type: Asynchronous Building: Online Room: None Start Date: 03/12/2025 End Date: 04/29/2025	Pen...	FULL: 0 7 of 10 w...	Lecture	Rauder, Benjamin (...)	COMPUTER COMPETENCY COURSE GE-Foundations-Tech Literacy GE-Tech Literacy-Cat Yr FL13	Asynchronous ...	Add
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Click the drop-down menu listed under “Action”, select “Wait Listed”

Title	Details	Hours	CRN	Schedule Type	Status	Action
Technology Integration in Heal...	EXSC 1840, 400	3	11549	Lecture	Pending	**Web Registered** **Web Registered** Remove Wait Listed

With Wait Listed showing as the action, click “Submit”.

Summary Tuition and Fees

Title	Details	Hours	CRN	Schedule Type	Status	Action
Technology Integration in Hea...	EXSC 1840, 400	3	11549	Lecture	Pending	Wait Listed

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop

Once you have successfully added yourself to the waitlist, the status will change from “Pending” to “Waitlisted” and you will receive a “Save Successful” confirmation message.

PennWest UNIVERSITY PennWest Western, Piney 1

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 73 Classes
Term: Spring 2025 Subject: Exercise Science

CRN	Term	Section	Hours	Title	Days	Status	Instructor	Location	Section Type	Action
11337	Spr...	EXSC 1840 200	3	Technology Integration ...		FULL: 0 of 10	Roberts, Jim W Jr, (...)	GE-Foundations-Tech Literacy GE-Tech Literacy-Cat Yr FL13	Face-to-Face	Add
11549	Spr...	EXSC 1840 400	3	Technology Integration ...		FULL: 0 of 10	Reuter, Benjamin (...)	.COMPUTER COMPETENCY COURSE GE-Foundations-Tech Literacy GE-Tech Literacy-Cat Yr FL13	Asynchronous ...	Add
11550	Spr...	EXSC 1840 401	3	Technology Integration ...		FULL: 0 of 10	Pond, James Rober...	.COMPUTER COMPETENCY COURSE GE-Foundations-Tech Literacy GE-Tech Literacy-Cat Yr FL13	Asynchronous ...	Add

Schedule Summary

Class Schedule for Spring 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Summary Tuition and Fees

Title	Details	Hours	CRN	Schedule Type	Status	Action
Technology Integration in Hea...	EXSC 1840, 400	0	11549	Lecture	Waitlisted	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop

Receiving the Notification

If an opening in your waitlisted course becomes available, an email will be sent to your @pennwest email account. You will have **48 hours** from the time the message is sent to register for the course before you are automatically dropped from the waitlist.

From: Office of, the Registrar <registrar@pennwest.edu>
Sent: Wednesday, January 8, 2025 2:19:28 PM
To: Penny Western <pwestern@pennwest.edu>
Subject: Waitlist Notification for 10227

Dear Penny,

A seat has become available in ED 3610 - 400 * Content Area Literacy * CRN: 10227 for Spring 2025 term and you must register before 09-JAN-2025 02:19 PM or the close of registration, whichever comes first. From the moment of registration you currently have 48 hours to enroll. If you do not take action you will be dropped from the waitlist.

If you wish to register, follow these steps:

1. Log into my.pennwest.edu
2. Click on the Student Self Service link in the Student Quick Access Card
3. Click on the Registration link on the Student Profile
4. Click on Register for Classes
5. In your shopping cart in the bottom right, change the WL status to Web Register. Do not DROP the course and then try to add it again. This will remove you from the waitlist.
6. Click Submit to save changes.

To register for the class once a seat becomes available:

1. Select the Students Tab.
2. Click Register for Classes and then select the term for registration.
3. Locate the waitlisted course in the Summary section and choose either "Web Registered" from the Action drop-down box.

The screenshot shows the 'Register for Classes' interface. At the top, there are navigation links: Student, Registration, Select a Term, and Register for Classes. Below this is a search form with fields for Subject, Course Number, Keyword, and Campus. A red arrow points from the search form to the 'Action' column of the class summary table below. The table has columns for Title, Details, Hour, CRN, Schedule Type, Status, and Action. The first row shows a course titled 'LEGAL ENVIRONM...' with CRN 39201, status 'Waitlisted', and an action dropdown menu. The dropdown menu is open, showing 'Registration done o...'. At the bottom of the interface, there is a 'Submit' button and a 'Conditional Add and Drop' checkbox.

4. Click Submit to complete the registration or drop.
5. Once you have successfully registered for the course, the status will change from "Waitlisted" to "Registered" and you will receive a "Save Successful" confirmation message.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter your search criteria

Term: Summer 2021

Subject

Course Number

Keyword

Campus

[Advanced Search](#)

Schedule | Schedule Details

Class Schedule for Summer 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Summary

Title	Details	Hour	CRN	Schedule Type	Status	Action
LEGAL ENVIRONM...	BUSN 323...	3	39201	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15

Conditional Add and Drop

