

Waitlisting for a Closed Class:

When registering for classes using your *myAntioch* account, you have the option of getting on a waitlist if the class you choose is closed/waitlisted.

Please remember that no instructor will be signing add forms to allow students into closed classes. Any add forms signed by instructors to allow additions to a closed class will not be processed. The only way to get into a closed class is to use the waitlisting service described here.

You may choose “waitlist” from the same drop down menu where you can choose “register” or “remove from list” on the Register and Drop Screen. If the closed class opens more spots to students or students currently enrolled in that particular class drop the class, the student or students (depending on how many spots have opened up) at the top of the waitlist will receive an email to their university issued email account notifying them that they may logon to *myAntioch* and register thru the **Manage My Existing Waitlist Link. Once you put yourself on a waitlist it is important you check your email everyday as the email will also specify the 8:59pm 2-day deadline for taking this action. Please remember that you will not be automatically registered into a class that opens up from the waitlist. Your enrollment will require your timely action on the **Manage My Existing Waitlist** screen. Please see the following instructions.**

Moving from a Waiting List to Enrollment in a Course

- If you already placed yourself on a waiting list for a course that was closed/ waitlisted and a seat opens up for you, you'll receive an email in your university issued email account offering you the seat in the course.
- The email will contain a deadline for going to myAntioch and enrolling in the course. If you don't enroll in the course by the deadline, the seat will be offered to the next person on the waiting list.
- Login to myAntioch and from the **Students Menu**, choose **Manage My Existing Waitlists**

The following links may display confidential information.

User Account

- [I'm New to WebAdvisor](#)
- [What's my User ID?](#)
- [What's my Password](#)
- [Change Password](#)

Academic Profile

- [Academic credit by term](#)
- [Cumulative Academic Credit History](#)
- [My Class Schedule](#)
- [My Profile](#)

Financial Profile

- [Student Account Summary](#)

Financial Aid

- [Financial aid status by year](#)
- [Financial aid award letter](#)

Registration

- [My Holds](#)
- [Search for Sections](#)
- [Search/Select Course Section](#)
- [Express Course Selection](#)
- [Register and Drop Sections](#)
- [Manage My Existing Waitlists](#)

Click on Manage My Existing Waitlists

Waitlisting not used at Antioch College and Antioch Santa Barbara

Manage My Existing Waitlists Screen

1. In Action Column set pull down menu to RG for Register

Permission to register means a seat has opened for you

Deadline for enrolling in course is 8:59 pm on date listed

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	Waitlist
RG - Register	Permission to Register	11/09/07	Fall 2007	20EDP-623-A (48084) Social Inclusion	Antioch Univ New England	10/27/2007-10/28/2007 Seminar Saturday, Sunday 09:00AM - 04:30PM, Room to be Announced	K. Payne	2.00		1

Here are all the sections for which you are currently registered:

Drop	Pass/Audit	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>		Fall 2007	20EDT-572-B (48076) Human Develop Childhd	Antioch Univ New England	09/07/2007-12/21/2007 Seminar Friday 08:30AM - 10:59AM, Room to be Announced	S. Dreyer	3.00	

2. Press submit to register

myAntioch

Registration Results Screen on next page →

Registration Results Screen from Pressing Submit on Manage My Existing Waitlists Screen

Registration Results

The following request(s) have been processed:

Term	Status	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall 2007	Registered for this section		20EDP-623-A (48084) Social Inclusion	Antioch Univ New England	10/27/2007-10/28/2007 Seminar Saturday, Sunday 09:00AM - 04:30PM, Room to be Announced	K. Payne	2.00	

Here are all of the sections for which you are currently registered:

Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall 2007		20EDP-623-A (48084) Social Inclusion	Antioch Univ New England	10/27/2007-10/28/2007 Seminar Saturday, Sunday 09:00AM - 04:30PM, Room to be Announced	K. Payne	2.00	
Fall 2007		20EDT-572-B (48076) Human Develop Chldhd	Antioch Univ New England	09/07/2007-12/21/2007 Seminar Friday 08:30AM - 10:59AM, Room to be Announced	S. Dreyer Leon	3.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information
		You are not currently waitlisted in any courses.		

Press OK to return to Students Menu or Press Log Out Tab

OK

Please note it is always a good practice when you make any changes to your schedule to always confirm your schedule by viewing the My Class Schedule link on the Students Menu. Whatever is listed under My Class Schedule is what you are currently registered for. If it does not show up there then you are not registered.

****All waitlists registration must be completed before the Add/Drop deadline as is required of all registration. If you have not received email notification before noon on the last day of the Add/drop period then a space did not open up for you and the class is officially closed.**