WAITLISTING – How To

Important Note: Notifications will be sent to your my.anokaramsey.edu email account, even if you have not yet activated it. It is important that you access this account and keep close watch so you do not miss your seat if it becomes available.

Click 📝 to add yourself to the waitlist of a full class. You will not be able to click this icon if a waitlist is not available.

| ⊙ 🔍 📝 | 000056 | CHEM | 2061 | 30 | Organic Chemistry I | 06/01 - 07/23 | M Th | 10:00am - 12:30pm | 5.0 | Full | Aspaas, Andrew | Completely Online - Synchronous | 📍 |

A window will display to tell you which sections of this class are available for wait listing and which sections of the class are available. Click the "Available Now" tab to add a section of the class that is open. Otherwise, stay on the "Add to Wait List' tab.

> Ignore this message!
> Notifications only go to your my.anokaramsey.edu email account!

Add To Wait List

Email notifications will be sent to: _____ update

Before placing yourself on the wait list for this course, click on the title to verify if there are any Pre-re... yourself to the wait list unless you meet the Pre-requisites and restrictions for a course because your registration for the course will be stopped.

| **Add To Wait List**	**Available Now**										
	ID #	Subj	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
☑	000086	GEOG	1103	30	Physical Geography	06/01 - 07/02	n/a	n/a	3.0	Full	Downey, Victoria	Completely Online- Asynchronous	📍

There are 1 entries on the wait list.

Submit   Cancel

You will not be able to add yourself to the waitlist if you have not met the course prerequisites. If you do not meet these prerequisites, you will receive the following message:

Add To Wait List	**Available Now**										
	ID #	Subj	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
☐	000056	CHEM	2061	30	Organic Chemistry I	06/01 - 07/23	M Th	10:00am - 12:30pm	5.0	Full	Aspaas, Andrew	Completely Online - Synchronous	📍

**You do not meet the course prerequisites. There are 0 entries on the wait list.

Submit   Cancel

Otherwise, select the class you want to waitlist and click "Submit".

Message from webpage

⚠ Course has been added to your Wait List

OK
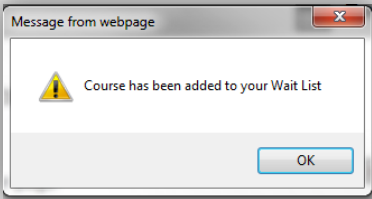
Your **Review My Plan** will display your waitlisted courses and your place on the list:

Wait List (1)

	ID #	Subj	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
⊗	000086	GEOG	1103	30	Physical Geography	06/01 - 07/02	n/a	n/a	3.0	Full	Downey, Victoria	Completely Online- Asynchronous	📍

You are number 2 on this waiting list.

Very Important:

Be sure to monitor your my.anokaramsey.edu email account, as you will be notified when your seat becomes available. Once the offer is made you have 24 hours to register. *Seat offers can come at any time of the day or night, including times when offices are closed.* **It is extremely important that you are certain you have no holds or other restrictions (such as prerequisite requirements) that will hinder your ability to register**.