

# Waitlisting in Buff Advisor – Student View

Once logged into Buff Advisor and searching for classes at registration, you will notice the following changes.

If a course has a waitlist, it will say "Waitlisted" on Status instead of just "Closed".

The number of students currently on the waitlist for a course will show here in the last number

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Printed Comments	Available/ Capacity/ Waitlist	Credits	Academic Level
<input checked="" type="checkbox"/>	Fall 2010	Waitlisted	<a href="#">DS*1071*34 (56816) ELEM GROUP DYNAMICS</a>	ON CAMPUS	08/30/2010-12/15/2010 Lecture Monday, Wednesday 02:30PM - 03:45PM, Room to be Announced	T. Miller	LRN COMM: MUST TAKE MATH 0302-	0 / 5 / 1	3.00	Undergraduate
<input type="checkbox"/>	Fall 2010	Open	<a href="#">SOCW*2361*01 (56354) INTRO/SOCIAL WORK</a>	ON CAMPUS	08/30/2010-12/16/2010 Lecture Wednesday 05:30PM - 08:10PM, Room to be Announced	STAFF		2 / 10 / 0	3.00	Undergraduate

SUBMIT

Checkmark the class you want to waitlist into and click submit.

Choose "Waitlist" from the dropdown menu and you are added to the waitlist for that course.

Action for ALL Pref. Sections (or choose below)

**Preferred Sections**

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text" value="Waitlist"/>	Fall 2010	<a href="#">DS*1071*34 (56816) ELEM GROUP DYNAMICS</a>	ON CAMPUS	08/30/2010-12/15/2010 Lecture Monday, Wednesday 02:30PM - 03:45PM, Room to be Announced	T. Miller	0 / 5 / 0	3.00	

**Current Registrations**

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Fall 2010		<a href="#">ENGL*1301*01 (56829) ACAD WRIT AND ARG</a>	ON CAMPUS	08/30/2010-12/16/2010 Lecture Monday, Wednesday 07:30AM - 08:45AM, Room to be Announced	STAFF	3.00	
<input type="checkbox"/>	Fall 2010		<a href="#">SOCW*2361*01 (56354) INTRO/SOCIAL WORK</a>	ON CAMPUS	08/30/2010-12/16/2010 Lecture Wednesday 05:30PM - 08:10PM, Room to be Announced	STAFF	3.00	

If one of my choices is not available  
PART - Complete only available

SUBMIT

If a student enrolled in the section for which you are waitlisted drops and you are the first on the waitlist, you will receive an email like the one below:

**Waitlisting Seat Availability**

From: [ecom@wtamu.edu](mailto:ecom@wtamu.edu)  
 Sent: Tue 3/23/10 3:33 PM  
 To:

---

Dear

You now have the opportunity to register for ELEM GROUP DYNAMICS. Here is more information about the section:  
 Section: IDS\*1071\*34  
 Synonym: 56816  
 Term: 2010FA

To claim the seat, you must register for the section no later than 11:59pm on 03/25/10.

After 2 days, the seat that has been reserved for you will be offered to another student.

You can register via BuffAdvisor using Manage My Waitlist at: <https://sis.wtamu.edu/WebAdvisor>

If you need assistance, please contact the Registrar's Office at 806-651-4911.

We hope that you enjoy this section,  
 Tana J Miller  
 West Texas A&M University

It will give you a deadline by which you must register for the course.

It tells you to go to BuffAdvisor and enroll using "Manage My Waitlist" along with a link to click on.

**Registration**

- [Search for Classes](#)
- [Register for Classes](#)
- [Drop Classes](#)
- [Manage My Waitlist](#)

In the dropdown box you can choose: RM –Remove or RG-Register. If you no longer want this course, Remove it from your Waitlist. If you have Permission to register (via the above email), you may choose RG-Register to enroll in the course.

If you choose to register for the course, you will receive a confirmation email like this one.

If you do not enroll by the deadline from the first email, your “permission to enroll” will expire and the offer to enroll is then passed to the next student on the waitlist.

### Waitlisting Enrollment Notif

From: [ecom@wtamu.edu](mailto:ecom@wtamu.edu)  
Sent: Wed 3/31/10 2:33 PM  
To:

Dear

You have been removed from the waitlist and registered into the following section:

Section: HUMA\*1315\*70  
Title: ART/DNCE/MUS/THEATRE  
Synonym: 57123  
Term: 2010FA

If you no longer wish to take this section, you can drop this section via BuffAdvisor at: <https://sis.wtamu.edu/WebAdvisor>

If you need assistance, please contact the Registrar's Office at 806-651-4911.

Tana J Miller  
Registrar  
West Texas A&M University

For more information see the Q&A document for Waitlisting or contact the Office of the Registrar at [registrar@wtamu.edu](mailto:registrar@wtamu.edu) or 806-651-4911.