STUDENT WAIT LISTING GUIDE

STUDENTS ACCESS WAIT LISTED COURSES THE SAME WAY THEY REGISTER FOR REGULAR COURSES IN CHECKMARQ
IF THE CLASS NUMBER IS KNOWN IT CAN BE ENTERED HERE, OR THROUGH THE USUAL SEARCH FUNCTION
WHEN STUDENTS SEARCH FOR COURSES, THOSE WITH WAIT LISTING CAPABILITY WILL DISPLAY WITH REGULAR OPEN COURSES.

RESULTS SHOWING WAIT LISTED COURSES WILL APPEAR
STUDENTS
SELECT THE DESIRED WAIT LISTED COURSE

NOTE THAT THIS PAGE ALSO INCLUDES THE LEGEND SHOWING THE ICON FOR A WAIT LISTED COURSE
ON THE ‘SELECT CLASSES TO ADD’ PAGE  
THE ‘WAIT LIST IF CLASS IS FULL’ BOX MUST  
BE CHECKED IN ORDER TO BE PLACED ON  
THE WAIT LIST

IF THE BOX IS UNCHECKED BEFORE  
STUDENTS CLICK NEXT, AN ERROR  
MESSAGE WILL DISPLAY IN STEP 3 OF THE  
ENROLLMENT PROCESS
IF THE BOX IS NOT CHECKED BEFORE THE STUDENT CLICKS NEXT, THIS ERROR MESSAGE WILL DISPLAY IN STEP 3 OF THE ENROLLMENT PROCESS

STUDENTS CLICK NEXT TO ADD THE COURSE TO THEIR SHOPPING CART
THE STATUS OF THE COURSE WILL AGAIN SHOW AS WAIT LIST

WHEN READY, STUDENTS CLICK THE ‘PROCEED TO STEP 2 OF 3’ BUTTON
STUDENTS CONTINUE BY CLICKING THE ‘FINISH ENROLLING’ BUTTON

IN STEP 3 OF THE ENROLLMENT PROCESS, STUDENTS RECEIVE THE MESSAGE STATING SUCCESSFUL PLACEMENT ON THE WAIT LIST
THIS MESSAGE ALSO SHOWS THE POSITION OF STUDENTS ON THE WAIT LIST

STUDENTS CAN ALSO USE THE SWAP OPTION TO BE PLACED ON A WAIT LIST
FIRST, STUDENTS SELECT A REGISTERED CLASS TO SWAP

NEXT, STUDENTS EITHER SEARCH FOR A WAIT LISTED COURSE OR ENTER THE CLASS NUMBER
AS WITH A REGULAR ENROLLMENT REQUEST, THE BOX NEXT TO ‘WAIT LIST IF CLASS IS FULL’ MUST BE CHECKED.

STUDENTS REVIEW AND CONFIRM THE CLASSES THEY WANT TO SWAP AND CLICK ‘FINISH SWAPPING’
STEP 3 CONFIRMS STUDENTS WERE PLACED ON THE SWAPPED CLASS WAIT LIST

AS WITH THE NORMAL PROCESS, ERROR MESSAGES WILL ALSO APPEAR HERE, IF APPLICABLE
WHEN STUDENTS VIEW THEIR SCHEDULE, THE ENROLLMENT STATUS WILL SHOW AS WAITING

THE WAITING NOTICE IS ALSO SHOWN ON THE CALENDAR VIEW
WHEN STUDENTS VIEW THEIR SCHEDULE, THE ENROLLMENT STATUS WILL SHOW AS WAIT LISTED

WHEN STUDENTS ARE SUCCESSFULLY ENROLLED FROM THE WAIT LIST THE STATUS WILL CHANGE TO ENROLLED
STUDENTS ON A WAIT LIST: CHECK YOUR MARQUETTE EMAIL FOR PERIODIC UPDATES

STUDENTS DROP A WAIT LISTED COURSE THE SAME WAY THEY DROP A REGULAR COURSE IN CHECKMARQ
SELECT THE CLASS TO DROP AND CLICK ‘DROP SELECTED CLASSES’

CONFIRM THE CLASS TO BE DROPPED BY CLICKING ‘FINISH DROPPING’
STUDENTS ARE NO LONGER ON THE WAIT LIST FOR THIS CLASS