

Mercy Connect Guide to Waitlist

Getting Started

When registering for a class through the find class or enter CRNS feature, if the course is full you will receive an error. The error will pop up on the upper righthand corner in red. At this time you will be able to select the drop down in action and select wait list and then submit.

- A waitlisted course will then be highlighted in green with a waitlisted status.
- By selecting schedule details you will be able to see your spot on the waitlist.

The screenshot shows the 'Register for Classes' page with the 'Plans' tab selected. Three error messages are displayed in red boxes on the right side:

- ENGL 110 CRN 15181: Corequisite ENGL 111 (CRN 15182) required
- ENGL 110 CRN 15181: Time conflict with CRN 15036
- ACCT 120 CRN 15784: Closed - 3 Waitlisted

The main table lists the following classes:

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Instructional Methods	Course Sections
Intro Criminal Justice	CRJU 102	3	1794	Lecture		Standard		Distance Learning-Not Synced	View Sections Add
French For Communi	FREN 115	3	150...	Lecture	Bermond, Lyvine (...)	Standard		In-Person On-Campus	View Sections Add
English Composition I	ENGL 110	3	151...	Lecture		Standard		In-Person On-Campus	View Sections Add

The screenshot shows the 'Register for Classes' page with the 'Schedule and Options' tab selected. A 'Summary' table is displayed:

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Date	Status	Instructional Methods
European History to	HIST 101	3	106	Lecture	Standard	Undergrad	06/20/2022	Registered	In-Person On-Campus
French For Communi	FREN 115	3	150	Lecture	Standard	Undergrad	06/20/2022	Registered	In-Person On-Campus
Intro Criminal Justice	CRJU 102	3	1794	Lecture	Standard	Undergrad	06/20/2022	Registered	Distance Learning-Not Synced
Intro to Financial Acc	ACCT 120	0	157	Lecture	Standard	Undergrad	06/20/2022	Waitlisted	In-Person On-Campus

Below the summary table, the 'Schedule Details' for the waitlisted class are shown:

Intro to Financial Accounting | Accounting 120 Section 089 | Class Begin: 09/07/2022 | Class End: 12/23/2022 | **Waitlisted**

Message: Wait List | Hours: 0 | Level: Undergraduate | Campus: Bronx | Schedule Type: Lecture | Instructional Method: In-Person On-Campus | Grade Mode: Standard | Waitlist Position: 4 | Notification Expires: None

From Waitlist to Enrolled

If a seat opens in a closed course that has a waitlist, the first student on the waitlist will be notified of the availability via an automated email. At this point you have 24 hours to respond to the notification and officially enroll in the section.

- When enrolling in the section you will go back to register for classes and look for your waitlisted course. You will select the action drop down, select web register and submit.

The screenshot displays a registration interface. At the top, there are navigation links: [Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#). Below this is a header for "Register for Classes" with tabs for "Find Classes", "Enter CRNs", "Plans", and "Schedule and Options".

The main section is titled "Search Results — 21 Classes" for the "Term: Fall 2022 Semester" and "Subject: Art". It lists several "Art and Culture Lecture" sections with columns for CRN, Section, Days, Hours, and Status. Each row includes an "Add" button. A "Search Again" button is located in the top right of the search results area.

Below the search results is a "Schedule" section titled "Class Schedule for Fall 2022 Semester". It shows a weekly grid from Sunday to Saturday. Classes are color-coded: red for "Intro to Financial Accounting", purple for "French Exp. Communication", green for "European History & Soc.", and grey for "Art and Culture".

To the right of the schedule is a "Summary" table with columns: Title, Details, Hour, CRN, Schedule Typ, Status, Action, and Instructions. The table lists several courses with their current status:

Title	Details	Hour	CRN	Schedule Typ	Status	Action	Instructions
Art and Culture	ARTT 107, ...	3	15012	Lecture	Pending	Web Registered	In-Person O...
European History to...	HIST 101, ...	3	10681	Lecture	Registered	None	In-Person O...
French Exp. Commu...	FREN 115, ...	3	15036	Lecture	Registered	None	In-Person O...
Intro Criminal Justic...	CRJU 102, ...	3	1794	Lecture	Registered	None	Distance Le...
Intro to Financial Ac...	ACCT 126, ...	0	15764	Lecture	Waitlisted	None	In-Person O...

At the bottom of the summary table, it shows "Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 16". A "Submit" button is located at the bottom right of the summary section.