

## CLASS SCHEDULE SEARCH

Navigation: [Main Menu](#)>[Self Service](#)>[Class Search/Browse Catalog](#)>[Class Search](#)

- Select a Term
- Double check Career
- *Show Open Classes Only* is checked by default
- Enter at least 2 search criteria
- Narrow your search with “Additional Search Criteria”

### STATUS KEY

 Open

 Closed

 Wait List

**Selecting a class brings you to additional course information, such as:**

- Course Description
- Prerequisites
- KA/COMM/TECH designations
- Instructional Mode (In Person/Distance)
- Add/Drop consent
- Caps including waitlist
- Textbook information
- Location

## THE WAITLIST

- Waitlist (WL) is set by section
- A Yellow Triangle will appear as the status symbol if WL is available when a class closes
- Students need to choose “WL okay” while adding a course to their shopping cart, they can’t do it once it’s been added. They’ll need to remove and re-add it if needed.
- Students see their position number when they’re on a WL
- WL roster is viewable in the same place as the class roster by using the dropdown menu
- The WL process runs daily
- WL is first come first served, priority is not given to levels or majors
- Students receive an automated email once they’ve been enrolled or if an error occurred.

**Students will NOT be enrolled from the WL if:**

- The class remains closed
- The add/drop period has ended
- They don’t meet the enrollment requirements
- There is an error (time conflicts, already enrolled in another section of the same course, holds, etc)

**Key Take-Aways about the Waitlist**

- The Waitlist is an OPT IN program
  - ⇒ Not all courses have a waitlist option, and students are not automatically added to the waitlist, just because a class is full
- Waitlist processing obeys enrollment rules (holds, requisites, class capacity, etc)

## ADDITIONAL RESOURCES

▶ <https://intranet.clarkson.edu/student-life/sas/classes-schedules/>

▶ Links to the Course Schedule PDF, Demand Report, and Course Descriptions.

Find additional resources to assist you in planning ahead for course enrollment, monitoring the demand for classes in your department, and other pertinent scheduling information on the SAS page in Confluence!

▶ <https://confluence.clarkson.edu/display/SAS>

### ▶ **Class Demand Report**

Use this report to monitor demand for courses in your department, or electives popular with your students

<https://confluence.clarkson.edu/display/SAS/Class+Demand+Report>

### ▶ **Textbook Information**

General information about our obligations under HEOA

<https://confluence.clarkson.edu/display/SAS/Federal+Textbook+Requirement>

### ▶ **Distance Course Delivery Modes**

Information regarding distance instruction including Clarkson's definitions of terms used to describe distance instruction in the class schedule, and to students.

<https://confluence.clarkson.edu/display/SAS/Distance+Course+Delivery+Modes>

▶ <https://intranet.clarkson.edu/academic/common-experience/ce-knowledge-area-communication-point-and-technology-courses/>

▶ Details about Knowledge Areas

▶ Links to the Master List of KA, COMM Point, and TECH courses.