

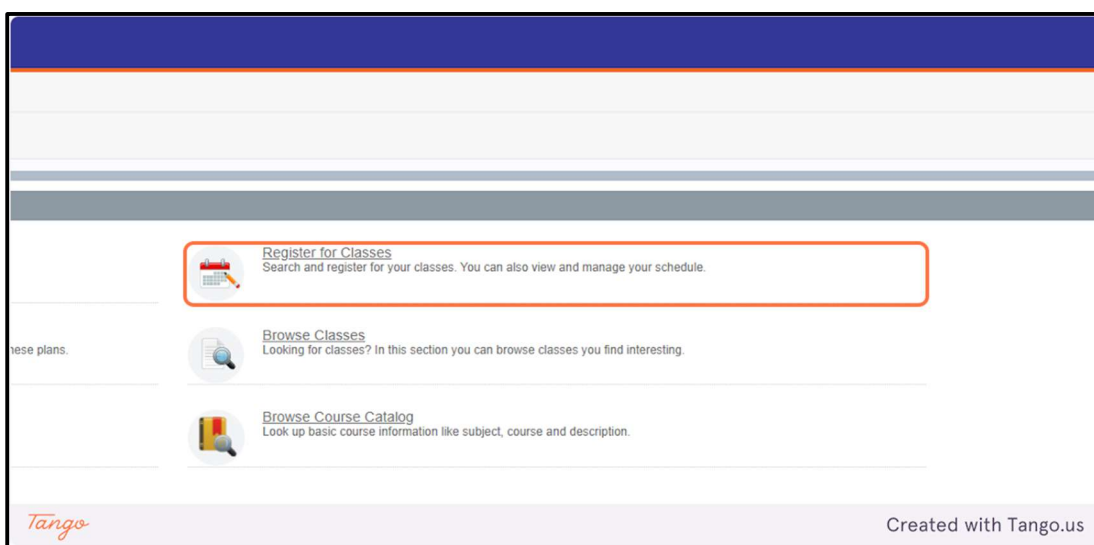


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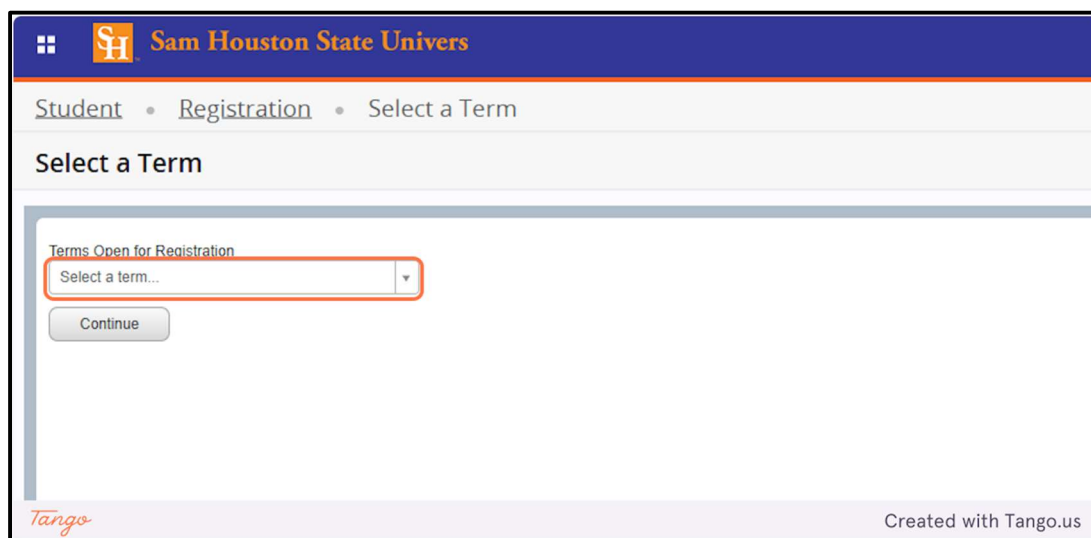
Guide to Waitlisting a Course and Checking Waitlist Position

Adding Yourself to a Waitlist

1. Click on Register for Classes.



2. Click on Select a term.





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3. Click on the term you are attempting to register for.

The screenshot shows a web form titled "Select a Term". Inside the form, there is a section labeled "Terms Open for Registration". Below this label is a dropdown menu. The dropdown menu is open, showing a list of terms: "Summer 2025", "Fall 2025", "Summer 2025", and "Spring 2025". The first "Summer 2025" option is highlighted with a red rectangular border. At the bottom of the form, there is a footer that says "Tango" on the left and "Created with Tango.us" on the right.

4. Click on Continue.

The screenshot shows the same "Select a Term" web form. In this view, the dropdown menu is closed, and the text "Summer 2025" is visible in the dropdown box. Below the dropdown box, there is a button labeled "Continue". This button is highlighted with a red rectangular border. At the bottom of the form, there is a footer that says "Tango" on the left and "Created with Tango.us" on the right.



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5. Click on Subject.

The screenshot shows the 'Find Classes' search interface. At the top, there are three tabs: 'Find Classes' (selected), 'Enter CRNs', and 'Schedule and Options'. Below the tabs, the text 'Enter Your Search Criteria' is followed by an information icon. The 'Term' is set to 'Summer 2025'. The 'Subject' field is highlighted with a red box. Below it are fields for 'Course Number', 'Instructional Methods', and 'Part Of Term'. The 'Tango' logo is in the bottom left, and 'Created with Tango.us' is in the bottom right.

6. Begin typing in the subject for your course.

The screenshot shows the 'Find Classes' search interface with a dropdown menu open for the 'Subject' field. The 'Subject' field contains the text 'pol'. The dropdown menu lists the following options: Accounting, Agribusiness, Agricultural Communications, Agricultural Engineering Techn, and Agricultural Sciences. The 'Tango' logo is in the bottom left, and 'Created with Tango.us' is in the bottom right.



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7. Click on the subject for your course.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Summer 2025

Subject: pol

Course Number: Political Science

Instructional Methods:

Part Of Term:

Keyword:

Attribute:

Search | Clear | Advanced Search

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8. Type in the course number for your course.

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Summer 2025

Subject: ✕ Political Science

Course Number: 2306

Instructional Methods:

Part Of Term:

Keyword:

These special characters are ignored: *^!@\$#&?[] () |. The % is allowed.

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9. Click on Search.

Part Of Term

Keyword

Attribute

[Clear](#) [Advanced Search](#)

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10. Click on Add next to the section you would like to waitlist for.

	Campus	Status	Attribute	Linked Sections	Add
pe: Online On Demand Bui	Main	FULL: 0 of 2... 999 of 999 waitli...	14 Core VII - Gov't/Pol Sci Distance Learning Online On Demand		<input type="button" value="Add"/>
pe: Online On Demand Bui	Main	17 of 20 seats re... 999 of 999 waitli...	14 Core VII - Gov't/Pol Sci Distance Learning Online On Demand		<input type="button" value="Add"/>
		13 of 20 seats re...	14 Core VII - Gov't/Pol Sci Distance Learning		<input type="button" value="Add"/>

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11. Click on ****Web Registered****.

The screenshot shows a web application interface for a Registrar's Office. At the top, there is a table with course information. Below this is a 'Summary' section with a table. The table has columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The first row of data is for 'Texas Government' (POLS 2306, 01) with 3 hours, CRN 40157, and an 'Online Lecture' schedule type. The status is 'Pending'. The 'Action' column has a dropdown menu open, showing the option '**Web Registered**' highlighted with a red box. The interface also includes a 'Tango' logo and the text 'Created with Tango.us' at the bottom.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Texas Government	POLS 2306, 01	3	40157	Online Lecture	Pending	**Web Registered**

12. Click on Waitlisted.

This screenshot shows the same interface as the previous one, but the dropdown menu in the 'Action' column is expanded further. The option 'Waitlisted' is now highlighted with a red box, while '**Web Registered**' is no longer the selected option. The rest of the interface, including the course table and the 'Tango' branding, remains the same.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Texas Government	POLS 2306, 01	3	40157	Online Lecture	Pending	Waitlisted

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13. Click on Submit.

Hours	CRN	Schedule Type	Status	Action
	40157	Online Lecture	Pending	Waitlisted

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How to Check Your Spot on a Waitlist

14. Click on Schedule Details

Texas Government Online Lecture	Political Scie...	2306	01	3	40157	Summ...	Brown, Jonathan (Prim...	S M T W T F S	- Type: Online On Demand Bui	Main
Texas Government Online Lecture	Political Scie...	2306	02	3	40158	Summ...	Brown, Jonathan (Prima...	S M T W T F S	- Type: Online On Demand Bui	Main



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15. Click on Expand to show more information.

Texas Government Online Lecture	Political Scie...	2306	02	3	40158	Summ...	Brown, Jonathan (Prima...	S M T W T F S
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Schedule

Schedule Details

Class Schedule for Summer 2025

[Texas Government](#) | Political Science 2306 Section 01 | **Class Begin:** 05/29/2025 | **Class End:** 06/30/2025 Waitlisted

Message: Waitlisted | **Hours:** 0 | **Level:** Undergraduate | **Campus:** Main | **Schedule Type:** Online Lecture | **Instructional Method:** Internet | **Grade Mode:** Standard Letter-Undergraduate | **Waitlist Position:** 1 | **Notification Expires:** None

05/29/2025 -- 06/30/2025 S M T W T F S - **Type:** Online On Demand **Location:** Main **Building:** ONLINE **Room:** ONLN

Instructor: [Brown, Jonathan](#) (Primary)
CRN: 40157

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