

When a spot becomes available in a closed section, an automated notification is sent to the first student on the waitlist. The notification will go to the student's YU email address. From the time that email is sent, the student has **30 hours** in which to accept or decline the reserved spot. (Waitlist notification emails are suspended over Shabbat, on major holidays and the 30 hours preceding both.)

If 30 hours pass and the student has not taken action on the waitlist notification email, the spot will be offered to the next person on the waitlist.

To accept a spot in a waitlisted class: Return to your **Registration Worksheet**, and locate the waitlisted class. In the dropdown box next to the class, select **Web Reinstated**.

The screenshot shows the 'Register for Classes' interface. The top section displays search results for 'Fall 2023' with 33 classes found. Below this is a 'Schedule' view for Fall 2023, showing a grid of classes by time slot and day. To the right is a 'Registration worksheet' with columns for course name, CRN, section, status, and a dropdown menu for registration status. The 'Shabbos' class (JUDS 1457, M) is highlighted in yellow, and its dropdown menu is open, showing options: None, DROP, \*\*Web Registered\*\*, and Web Reinstated. A red arrow points to 'Web Reinstated'. At the bottom right of the worksheet, a 'Submit' button is visible, with another red arrow pointing to it.

To decline a spot in a waitlisted class: Return to your **Registration Worksheet**, and locate the waitlisted class. In the dropdown box next to the class, select **DROP**.

This screenshot is similar to the previous one, showing the 'Registration worksheet' for the 'Shabbos' class. In this instance, the dropdown menu is open and 'DROP' is selected, indicated by a red arrow. The 'Submit' button at the bottom right is also visible, with another red arrow pointing to it.

**AFTER** you accept or reject the spot on your **Registration Worksheet**, you **MUST** press **Submit** (at the bottom-right of the screen) to complete the registration.

**\*\*If you navigate away from the Register for Classes page without pressing Submit, your registration changes will be removed.\*\***

**If you miss your reserved 30-hour window: The spot that was reserved for you will automatically be offered to the next person on the waitlist, so there will no longer be a spot reserved for you. You would need to waitlist the course again.**