

How do I Register for A Section from My Waitlist?

e-Services (WebAdvisor 3.1)

Colleague R18

11/06/2015

Step 1: Log into e-Services at <http://www.jccmi.edu/eServices>.

Step 2: Select the **Students Tab** from the Main Menu.



Step 3: Select **Manage My Waitlists** under the Registration Section.



Step 4: For the Section you would like to remove, select the **Register** option under the **Action** column. Then hit **Submit**.

Manage My Waitlist

Waitlisted Sections

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	Waitlist
<input type="checkbox"/> Remove <input checked="" type="checkbox"/> Register <input type="checkbox"/> Register Pass/No Pass <input type="checkbox"/> Audit	Active		2016 Winter (Jan. - May)	ENG-131-01 (066339) Writing Experience I	Jackson Central Campus	01/19/2016-05/05/2016 Lecture Tuesday, Thursday 11:00AM - 12:23PM, William N. Atkinson Hall, Room 116	Staff	3.00		2

Drop Pass/Audit Term Section Name and Title Location Meeting Information Faculty Credits CEUs

You are not currently registered for any sections.

SUBMIT

Step 5: The **Registration Results** form will display. This form will show a “Registered for this section” status.

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
2016 Winter (Jan. - May)	Registered for this section		ENG-131-01 (066339) Writing Experience I	Jackson Central Campus	01/19/2016-05/05/2016 Lecture Tuesday, Thursday 11:00AM - 12:23PM, William N. Atkinson Hall, Room 116	Staff	3.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
2016 Winter (Jan. - May)		ENG-131-01 (066339) Writing Experience I	Jackson Central Campus	01/19/2016-05/05/2016 Lecture Tuesday, Thursday 11:00AM - 12:23PM, William N. Atkinson Hall, Room 116	Staff	3.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

OK