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.

Guests	
Students	
Em ployees	
Faculty	
Advisors	

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

		Registration		
Degister for Sections				
Drop Sections				
Search for Sections (Search Only	<b>`</b>			
Manage My Waitlist	1			
Manage wy Warust	ion			
Jeikeauy - Online Course Orienta				

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

## Manage My Waitlist

	Waltlisted Sections											
	Action	Waitlist Status	Expire Date	Term	Section N Title	lame and	Location	Meeting Information	Faculty	Credits	CEUs	Waitlist
	Remove	Active		2016 Winter (Jan May)	ENG-131-01 Writing Expe	(066339) rience !	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
-	Register Register Pass/No Pass											
	Audit											
_	Drop Pass/Audit Term	Section Name	e and Title		Location	Meeting Info	rmation Faculty	Credits CEUs				
		You are not curre	ently registered	for any sections.								
_												
	SUEMIT											

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

The follow ing request(s) have been processed:													
Term	Status	Pass/ Fail/ Audit	Section Name and Title		Lo	cation N	Meeting Information			Faculty	Credits	CEUs	
2016 Winter (Jan May)	Registered for this section		ENG-131-01 (066339) Writing Experience I		Jac Can	kson Central 0 npus 1	01/19/2016-05/05/2016 Lecture Tuesday, Thursday 11:00A 12:23PM, William N. Atkinson Hall, Room 116			/ 11:00AM -	Staff	3.00	
Here are all of the sections for which you are currently registered:													
Term Pass/ Fail/ Section Name and Audit Title			Location Meeting Information						F	aculty	Credits	CEUs	
2016 Winter (Jan. - May)		ENG-131-01 (066 Experience I	01 (066339) Writing Jackson Centra Campus		ntral	II 01/19/2016-05/05/2016 Lecture Tuesday, Thursday 11:00AM - 12:23PM, William N. Atkinson Hall, Room 116					taff	3.00	
Here are all of the sections for which you are watlisted (not registered): Term Status Section Name and Title Location Meeting Information Faculty Credits CEUs													
	You are not curre	ntly w aitlisted in a	ny courses.										
						OK							