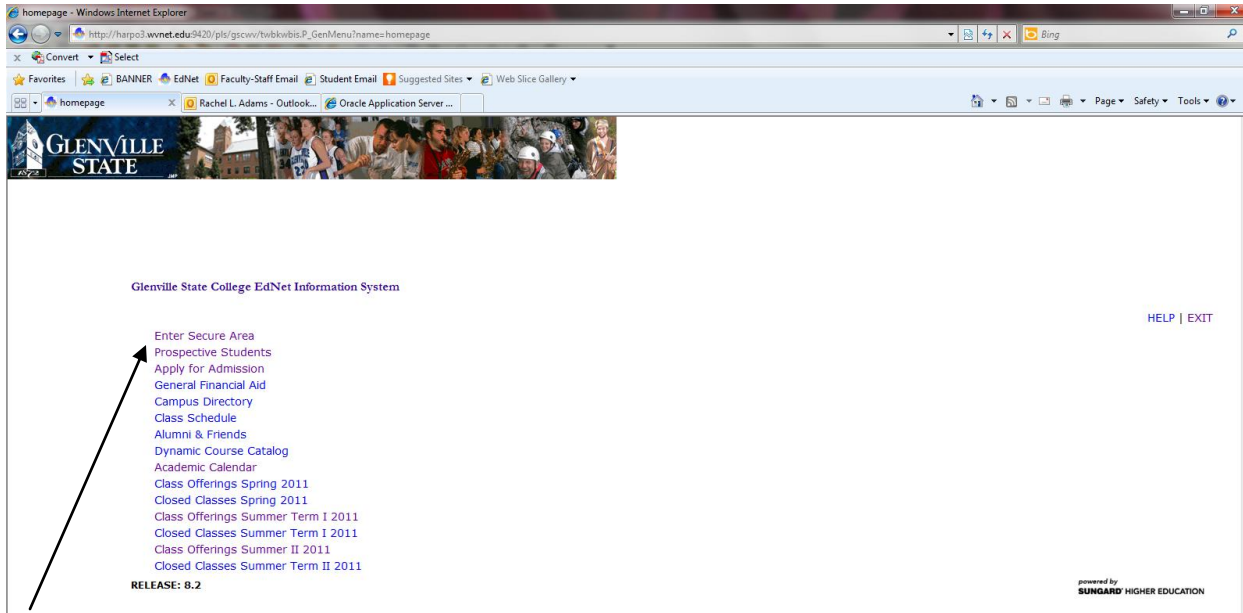
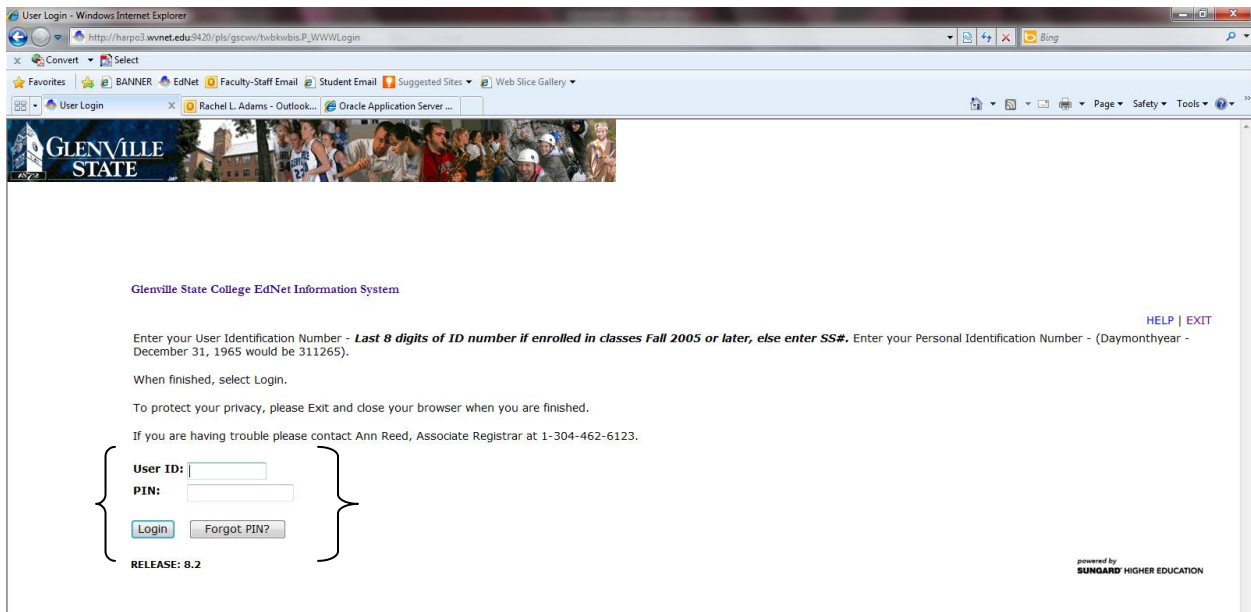


# Wait List Directions for Students through EdNet



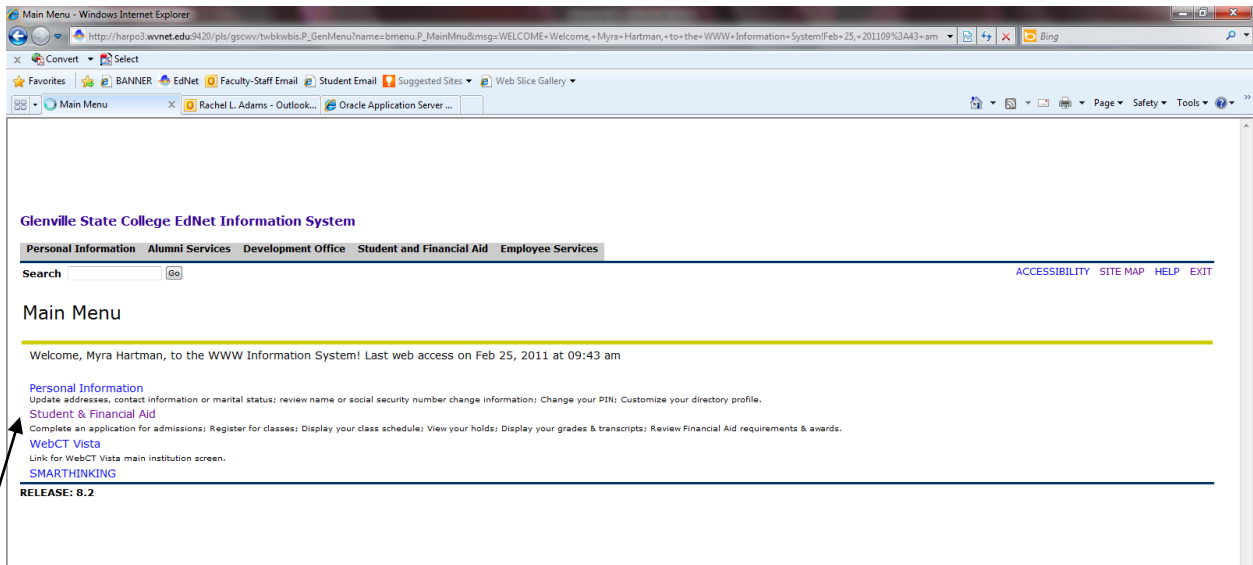
You will enter your EDNET account by selecting “Enter Secure Area”



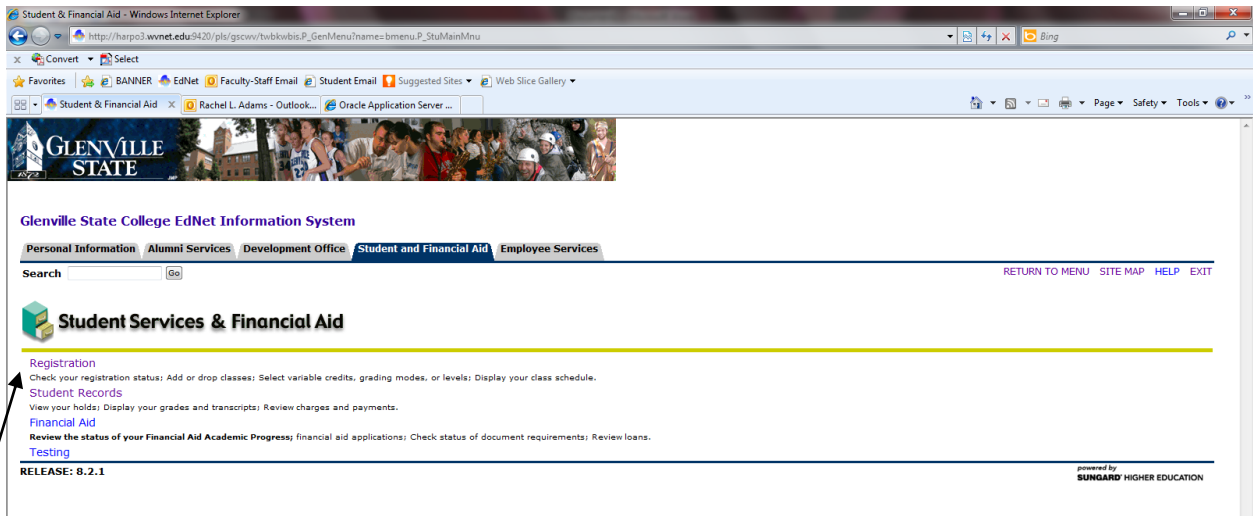
User ID: 8 digit Glenville State College Student ID#

PIN: Date of Birth ddmmyy

# Wait List Directions for Students through EdNet

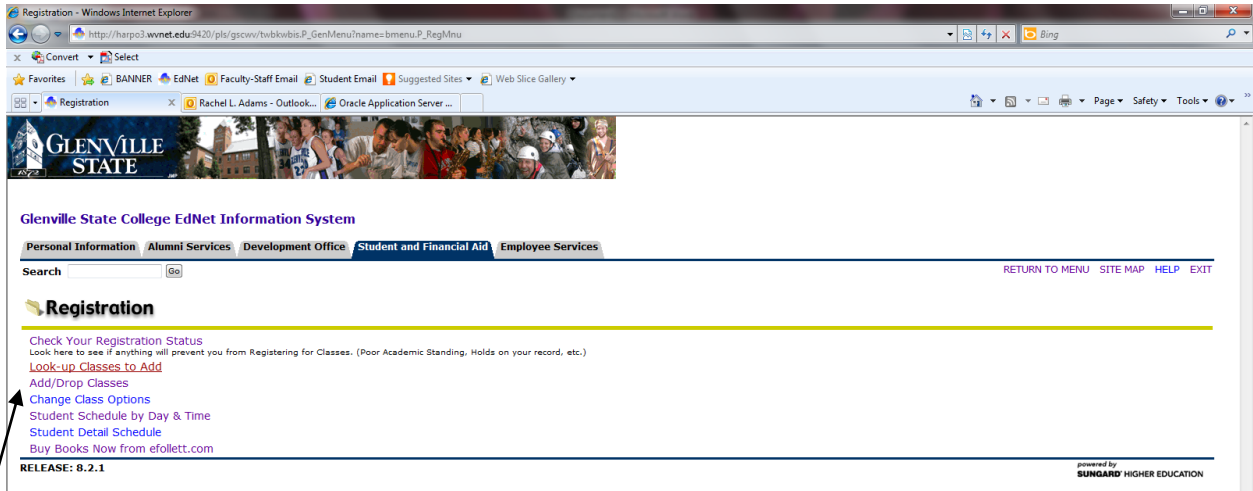


Select "Student & Financial Aid"

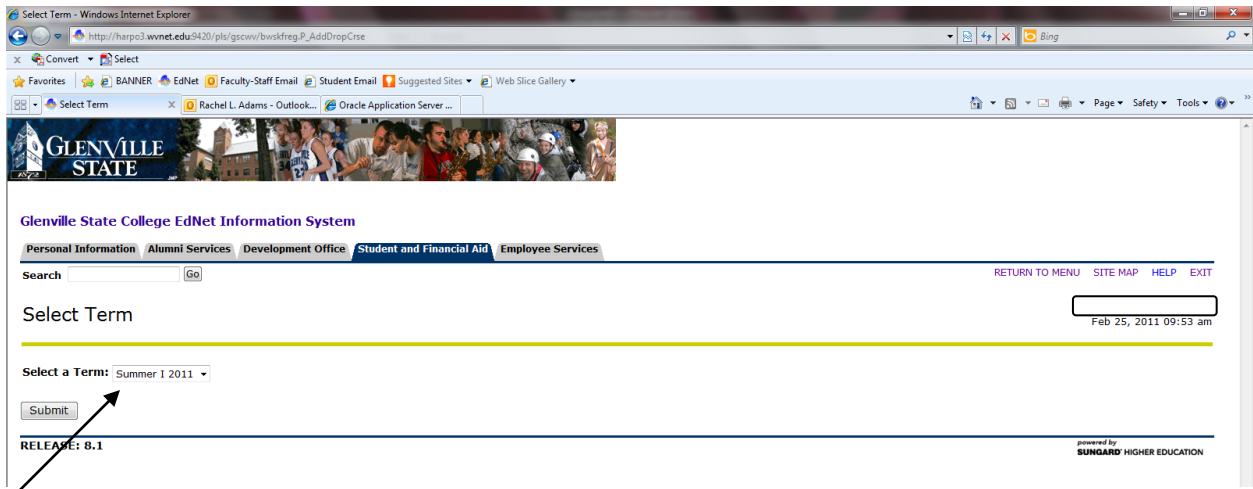


Select "Registration"

# Wait List Directions for Students through EdNet



Select either "Look-up Classes to Add" or "Add/Drop Classes"



Select the correct term: If registering for multiple terms you must select the appropriate one each time.



# Wait List Directions for Students through EdNet

**Glensville State College EdNet Information System**

Personal Information | Alumni Services | Development Office | **Student and Financial Aid** | Employee Services

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

**Add/Drop Classes:** 00024307 Myra Hartman  
Summer I 2011  
Feb 25, 2011 09:53 am

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

If you have registration errors, see your department secretary in order to register for classes with errors, since it will require an override.

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - -1	Waitlisted	None	6574	NPLM	101	01	Undergraduate	3.000	Normal Grading Mode	Intro Nonprofit Organizations

Add Classes WorkSheet

CRNs

[\[ View Holds \]](#)

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You **MUST** select from the drop down menu that you want to be added to the waitlist for this course.

# Wait List Directions for Students through EdNet

The screenshot shows the 'Add/Drop Classes' interface. At the top, there's a navigation menu with 'Personal Information', 'Alumni Services', 'Development Office', 'Student and Financial Aid', and 'Employee Services'. Below this is a search bar and a 'Go' button. The main heading is 'Add/Drop Classes:'. A date and time stamp indicates 'Summer I 2011 Feb 25, 2011 09:54 am'. A paragraph explains the interface's purpose: to add or drop classes for the selected term. Below this, it states 'Current Schedule' and shows a table with one row: 'Wait List on Feb 25, 2011' with columns for Status, Action, CRN, Subj, Crse, Sec Level, Cred, Grade, Mode, and Title. Below the table is an 'Add Classes Worksheet' section with a table of empty input fields for CRNs and buttons for 'Submit Changes', 'Class Search', and 'Reset'. At the bottom, there's a 'RELEASE: 8.1' notice and a 'powered by SUNGARD HIGHER EDUCATION' logo.

This shows that you have been added to the waitlist.

You will receive an email notification that there is space in the course and you are next on the list. You **MUST** check your email daily during registration. You **MUST** contact your department secretary to register for the course(s) within a 24 to 72 hour period. You are responsible for verifying your registration. If you choose to forward the email notification that you received it is highly recommended that you follow up with a phone call to ensure that there were no issues with your registration.

Academic Support Center	Bridget Norman	304-462-6150
Department of Business	Carol Goodrich	304-462-6250
Department of Education	Joanne Rutherford	304-462-6202
Department of English	Mindy Greathouse	304-462-6320
Department of Fine Arts	Sheri Skidmore	304-462-6340
Department of Land Resources	Crystal Murphy	304-462-6370
Department of Science & Mathematics	Debra Starcher-Johnson	304-462-6310
Department of Social Science	Marissa Fox	304-462-6280

# Wait List Directions for Students through EdNet

**Glensville State College EdNet Information System**

Personal Information | Alumni Services | Development Office | **Student and Financial Aid** | Employee Services

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

**Add/Drop Classes:** 00024307 Myra Hartman  
Summer I 2011  
Feb 25, 2011 09:59 am

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

If you have registration errors, see your department secretary in order to register for classes with errors, since it will require an override.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered**	None	6574	NPLM	101	01	Undergraduate	3.000	Normal	Grading Mode	Intro Nonprofit Organizations

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 999999.999  
Date: Feb 25, 2011 09:59 am

**Add Classes Worksheet**

CRNs
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

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This screen tells the student that they are registered for the class.