# Managing your Waitlist on Holy Family University Self Service

Courses that no longer have seats available will allow you to add yourself to a waitlist. Your waitlist position will be shown on the Plan & Schedule section of Holy Family University Self Service. When a seat becomes available, the next person on the waitlist has a 48 hours period to register. If they fail to register within that 48 hour window, the seat will be offered to the next student in line. It is important that you check your email at least once a day to ensure a higher success rate of registering.

1. When searching for a section on the Holy Family University Self Service page, the course waitlist and currently waitlisted seats are displayed. For instance, Principles of Financial is waitlisted with 1 student on the waitlist. Click Add Section to Schedule to continue with the waitlist process.

| ACCT-205-A | | | Add Section to Schedule |
| Prin of Fin Acct | | | |
| Waitlisted | Times | Locations | Instructors |
| 1 | I/W/F 9:15 AM - 10:15 AM<br>8/29/2022 - 12/18/2022 | Northeast Philadelphia, Education and Technology Ctr. 212<br>Lecture | Altieri, R (**Lecture**)<br>Graham, G (**Lecture**) |

2. After viewing the details for the course, click **Add Section** again.

## Section Details

**ACCT-205-A Prin of Fin Acct**
Fall 2022

| **Instructors** | Altieri, R | ( raltieri@holyfamily.edu ) |
| | Graham, G | ( ggraham@holyfamily.edu ) |

**Meeting Information**  M, W, F 9:15 AM - 10:15 AM
8/29/2022 - 12/18/2022
Northeast Philadelphia, Education and Technology Ctr. 212 (Lecture)

**Dates**  8/29/2022 - 12/18/2022

⊘  This section has a waitlist.

**Seats Available**  0 of 0 Total

**Waitlisted**  0

**Credits**  3

**Grading**  Graded

**Requisites**  None

**Course Description**  Theory and practice of financial accounting, includes fundamentals of the accounting process, analysis of transactions, and the preparation of financial statements. Enhances student's ability to handle all aspects of accounting, inventory control, depreciation, accounts receivable, and control of cash. Students utilize electronic working papers to solve problems.

**Books Total**

Close                Add Section

3. After the course has been added, under the **Student Planning** menu click **Plan & Schedule**.
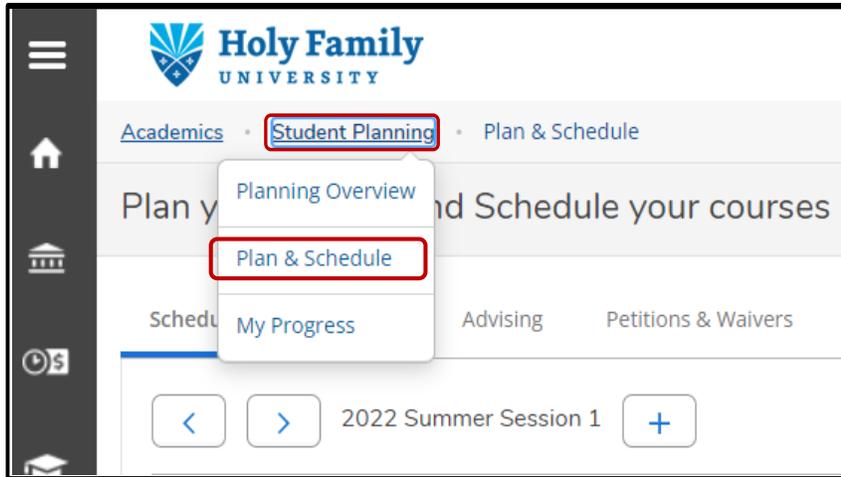


4. Find the semester you added the course in. Click the arrows next to the semester to browse forward and backward.
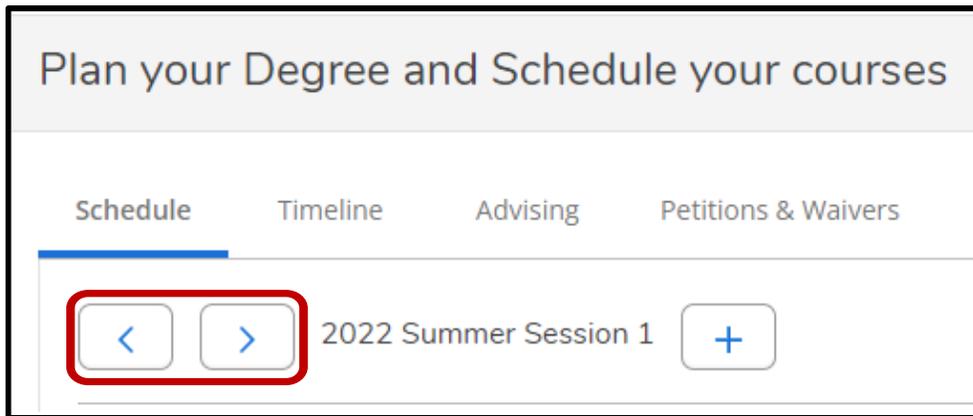


5. The course you added will appear on the left panel in yellow as **Planned**. Click the **Waitlist** button to add the course to your waitlist.
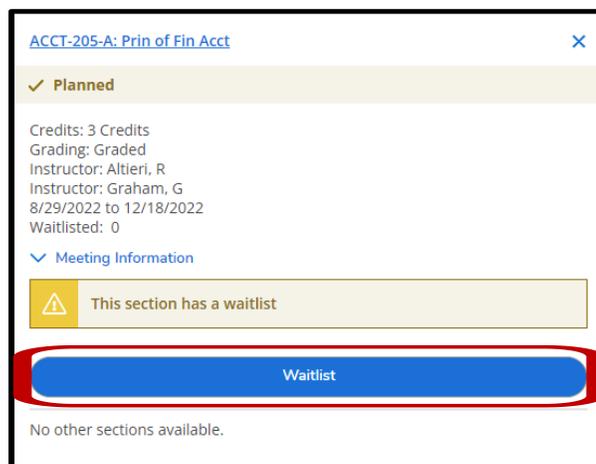
6. The course will now display in yellow as **Waitlisted**.  The Drop Waitlist button will allow you to remove your spot on the waitlist if you decide to register for another section. Once your seat has been offered on the waitlist, the button will change to **Register**.  You will have 48 hours to register for the course before the seat is offered to another student.

**Currently added to waitlist.**

**Currently on waitlist.  Seat has been offered. Register button appears.**
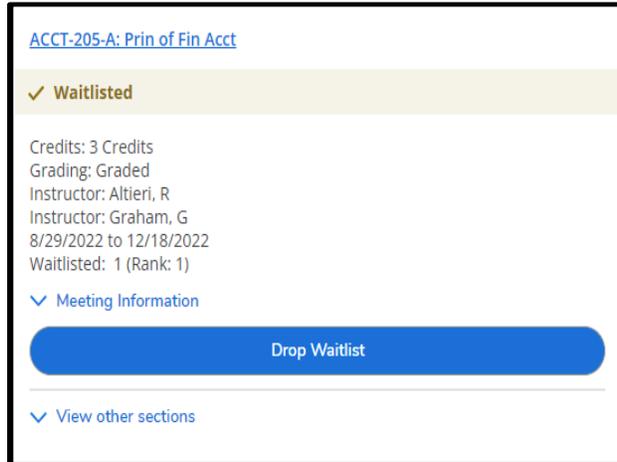
ACCT-205-A: Prin of Fin Acct

✓ Waitlisted

Credits: 3 Credits
Grading: Graded
Instructor: Altieri, R
Instructor: Graham, G
8/29/2022 to 12/18/2022
Waitlisted:  1 (Rank: 1)

∨ Meeting Information

**Drop Waitlist**

∨ View other sections

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ACCT-205-A: Prin of Fin Acct

✓ Waitlisted  Permission to register until 3/13/2022

Credits: 3 Credits
Grading: Graded
Instructor: Altieri, R
Instructor: Graham, G
8/29/2022 to 12/18/2022
Waitlisted:  1 (Rank: 1)

∨ Meeting Information

**Register**

**Drop Waitlist**

∨ View other sections

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- When you receive the waitlist email, you can return to the Holy Family University Self Service site and visit Plan & Schedule to register (within 48 hours).

**Additional waitlist information:**

- If you do not register for the course after your waitlist seat has been offered, the next student on the waitlist will have the opportunity to register.
- Adding yourself to the waitlist does not guarantee you a spot in the course. Make sure you are registered for 12 additional credits, not including the waitlisted course, to ensure you have a full-time status.