



## REGISTER FOR WAIT LISTED PROGRAM/CAMP/SEMINAR

If a user receives an email indicating that a seat has become available in a wait listed program and is being invited to enroll, they will need to respond. In order to register in the wait listed program or decline the invitation, the user needs to log into their account and follow the steps below.

Once in the student profile, click on the **My Enrollment History** menu item. If several tabs are shown (i.e. Enrolled/Completed/Wait List/Drop/etc.), click on the Wait List tab to see the 'My Wait Listed Programs' page.

From this page, a student can either **Enroll** or **Remove** this program (section) from their Wait List.

The screenshot shows the 'My Enrollment History' page for a user named Freddie Mercury. The page has a left-hand navigation menu with items like 'Student Home', 'My Profile', 'My Enrollment History', 'My Schedule', 'My Applications', 'My Certificates/Special Programs', 'My Account History', 'Forms and Policies', 'Special Requests', 'Announcements', and 'Help'. The 'My Enrollment History' section is active, showing a 'Wait Listed' tab. Below this, there is a section titled 'My Wait Listed Programs' with a message: 'If a space becomes available for you, you will be contacted by our staff. Contact us at (603) 862-7227 or UNH-Learn.For.Life@unh.edu if you have any questions.' A table below lists the wait-listed programs:

Program No. and Title	Wait Listed Date	Academic Units	CEUs	Actions and Status
 0011 - WL Test YP Wait List - TEST	Mar 31, 2016			<input type="button" value="Enroll"/> <input type="button" value="Remove"/>

A blue arrow points to the 'Enroll' button in the 'Actions and Status' column of the table.

If the student chooses to **Enroll**, the program is added to the shopping cart, and the student clicks **Checkout** to proceed with enrollment and payment. Screenshot below – student clicked Enroll and can now Checkout.

# Cart

Keep Shopping **CHECKOUT**

## Purchases

0011 - WL Test - YP Wait List - TEST

Remove

**Keepers Cost**

\$165.00

**Subtotal**

\$165.00

**CART TOTAL**

\$165.00

Keep Shopping Update **CHECKOUT**

[Registration Policies](#)

If the student no longer want to enroll in the program, clicking the **Remove** button will cause a pop-up window to appear (screenshot below), where the student will click **Continue** to be removed from the Wait List for this program or **Cancel** to return to the 'My Enrollment History' page.

Student Home My Enrollment History Freddie Mercury  
My Profile fli2222 — X000395  
My Enrollment History Contact us changes to your enrollments.  
My Schedule Wait List  
My Applications  
My Certificates/Special Programs  
My Account History  
Forms and Policies  
Special Requests  
Announcements  
Help

**Remove From Wait List**

You will be removed from this section's wait list. Are you sure you want to continue?

**CONTINUE** Cancel

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Program No. and Title	Wait Listed Date	Academic Units	CEUs	Actions and Status
0011 - WL Test YP Wait List - TEST	Mar 31, 2016			Enroll Remove