

Registration Team Minutes-1pm June 3, 2010

Phone -1.800.893.8850  
PIN 6384 637

Attending: Shelly, Patty, John, Jane, Barbara, Diane

Finalize the letters for wait listing

<Date><Time>

<Student Name>;

A seat is now available for you in <CRN> <SUBJECT> <CRSE NUMBER> <SECTION NUMBER> <Title> , for <Term>. You will have 36 hours from the time noted above to log into UAOnline and register or drop from the waitlist for this course. After your time slot has expired, you will be **removed** from the waitlist if you have not successfully registered for this course.

The Office of the Registrar

Patty look time fields in letter gen; Shelly contact another school using waitlisting to see how they set the time. They will respond to the list and we will create the letter and commence with testing.