HOW TO USE WAITLISTING

Waitlisting allows you to request to be notified if a seat becomes available in a full class. Not every class offers waitlisting. Waitlist is prioritized first-come, first-served. There is a capacity to the total number of students who can be added to the waitlist. No student is automatically moved from the waitlist to enrolled status. Corequisites, prerequisites, and links for waitlisted courses still apply the same way as actively registering for classes. Waitlisted coursework cannot meet enrolled coursework requirements.

1. Click Add next to the full class which still has waitlist seats remaining

![Add button]

2. The class will appear in your Summary with the Status of Pending and the Action of Web Registered

![Summary with add button]

3. Click Submit

![Submit button]

4. The Notifications will show the class is Closed and how many students ahead of you are currently Waitlisted

![Closed class with waitlisted students]

5. The class will appear in your Summary with the Status of Errors Preventing Registration and the Action of Remove

![Errors preventing registration]

6. Change the Action to Waitlist

![Waitlist action]
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7. Click Submit

8. The class will now appear in your Summary with the Status of *Waitlisted*

9. To see your place on the waitlist, go into the Register for Classes section and in the Schedule panel, click on Schedule Details

10. In the Schedule Details, click on the small arrow next to the title of the course you are waitlisted for:
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11. After clicking this arrow, an additional row appears which includes your position on the waitlist.

12. If a seat becomes available, you will receive an email. You will have 24 hours from the time the email was sent to register for the class. If you do not register, the open seat will go to the next student on the waitlist. You may rejoin the waitlist, but you will be placed at the end.

13. To register for the class if a seat becomes available, change the Action to Web Registered.

14. Click Submit.

15. The class will now appear in your Summary with the Status of Registered.