

How to Waitlist

Enter the **5-digit class number** or search for classes by clicking the **Search** button.

- Select the **subject** from the drop-down box.
- Enter the course number. The **course number** is the number of the class (for example, 20 for English 20).
- If you would like to see only the sections with space available, check the **Open Classes Only** check box.
- Click the yellow **Search** button to display all sections of the selected course.
- Click the **Select Class** button next to the desired section to add it to your registration.
- Check the **Wait List** box to wait list the class if it's full.

Wait Listing a section of a course provides authorization for the Registrar's Office to register you in this section if space becomes available. Register in an alternate course whenever possible in case space does not become available in your wait listed course. Students remaining on wait lists on the first day of class must attend the first class meeting in order to be considered by the instructor for possible enrollment. If permission is granted, submit an Add Slip to the Registrar's Office after classes begin.

Changing Schedule Once Waitlisted during Pre-Registration

- If you waitlist a course on your schedule and ADD a different section of the same course your previous waitlisted course will be dropped. You will receive NO notification
- If you ADD an open course and then waitlist your preferred section, you will be notified via email if the course becomes available. You will then have the choice to drop the section you are currently enrolled in and ADD preferred section.
- If you waitlist 2 courses you will be notified via email if either section opens up or you are added to the course.

Adding Waitlisted courses after classes begin

- If you are waitlisted for a course once classes begin, you must use an ADD/DROP slip with your Instructor AND Advisor's signature and return to the Registrar's Office.
- If you do not want to ADD a waitlisted course, you do not need to take any action. It will drop off your schedule and YOU WILL NOT BE CHARGED.
- If you are awaiting a refund on your account and it is being held up by a waitlisted course, this will be rectified after the 2nd week. A process is run after the 2nd week of courses and the refunds are issued.