How to waitlist for a course (Quick Steps)

1. In the Add/Drop link enter CRN in the “Worksheet” section.
2. Press Submit Changes.
3. From drop-down action select Waitlist.
4. Click Submit Changes.

How to find the CRN

1. Find the CRN and see Waitlist Capacity/Actual/Remaining count.

2. Next, click Add to Worksheet to go to back Add/Drop page with the Worksheet.

3. Enter CRN in the Worksheet and press Submit Changes.
4. A Registration Add Error will appear.
5. In the “Action” column from the drop-down select “Waitlist”. If you no longer want to waitlist for the course then select “None”.
6. Next, click Submit Changes.

How to find position in Waitlist

1. Student’s position or priority is viewed in Student Detail Schedule.

Notification to student of opening

1. Notification is sent on a first-come, first serve basis in real-time when an opening becomes available.
2. The student has to change from “Waitlisted” to “Web Register” in Add/Drop link and press Submit Changes.

3. Deadline to change from waitlisted to register is within 24 hrs of notification. The notification states the expiration deadline.

4. If a student does not register for waitlisted course by the deadline then the next student in line is sent an email.

5. The student who missed deadline may waitlist for the course again.

6. If a student drops a course which has an active waitlist (OOPS!) he/she cannot re-enroll... and must waitlist for the course again.

7. The last day to waitlist for the term is the day before that part of term begins.

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**How to remove Waitlist**

1. If you do not want to be waitlisted for the course, please be considerate of others and remove yourself from the waitlist.

2. Select “Web Drop” from Action.

3. Press Submit Changes.