ADD YOURSELF TO A WAITLIST

Use the Find Course Sections (or, for law students: STU Find Course Sections – Law) report to locate the course section you wish to join the waitlist for.

1. From the Global Navigation Menu, select the Academics Hub.

2. Click to expand the Planning and Registration or Suggested Links section.

3. Select Find Course Sections or Find Course Sections – Law report.

4. Enter selection criteria for the report.
   a. In the Start Date within field, select the Academic Period.
   b. Select the Academic Level.
   c. Click OK.
5. Locate the course section you wish to register for using the Search Bar or by selecting Search Criteria on the left-hand side.

6. Course sections that are at capacity will have a status of Waitlist. Click the course name to view details.

7. The details show:
   a. Enrolled/Capacity – The number of students enrolled and the number of seats in the course.
   b. Waitlisted/Waitlist Capacity – The number of students currently on the waitlist and the number of students allowed on the waitlist.

8. Select Register.

9. Select the course section and click OK.

Important: You must register to be added to the waitlist.
WAITLIST MANAGEMENT FOR STUDENTS

VIEW YOUR WAITLISTED COURSE(S)

1. From the Academics Hub, select Current Classes under Planning and Registration.

2. Locate My Waitlisted Courses under the My Enrolled Courses section.
   a. The registration status shows where you are in line for a spot in the course.

REGISTER FROM A WAITLIST

You will receive an inbox item if there is a spot available in the course section. You have 48 hours to respond, otherwise you will be dropped from the waitlist and an inbox item will be sent to the next person in line.

1. Navigate to your My Tasks/Inbox and select the Course Opening Available item.

2. Complete one of the following actions:
   a. Select Submit to register for the course section.
   b. Select Drop to navigate to the course section waitlist and remove yourself.
   c. Select the Drop Registered Courses tab to drop a currently registered course to make room in your schedule to enroll in this course.

Important: Respond within 48 hours or you will automatically be dropped from the waitlist.
d. Select **Deny** to skip your position on the waitlist. You will be notified once the next spot becomes available.

**REMOVE YOURSELF FROM A WAITLIST**

1. From the Academics Hub, select **Current Classes** under Planning and Registration.

2. Select **Drop** next to the waitlisted course.

3. Select **Confirm**.

4. Select **OK**.

5. The below confirmation indicates the course section was successfully dropped, removing you from the waitlist.

   **Drop Student Course Registration**

   The task was completed successfully.