Select the “Course Planning and Enrollment” tile to *add yourself to a class waitlist.*

The waitlist process begins with the “Class Search and Enroll” option.

Select the Term for which you are enrolling.
Enter the search criteria in the “Search For Classes” search bar and click the “>>”.

Under the “Recently Viewed” section, you will see classes you have recently searched for and selected. This feature provides a convenient way to view class options for a previously searched class.

Search for class MATH 111 shows that there are six class options (sections) available for this course.

On the left are criteria for further filtering the search results.

Select MATH 111 to see all of the class options.
Each class option shows information such as Class Status, Session, Class Component, Meeting dates and times, Room Assignment, and instructor.

The Class Status shows us that two of the classes are open, three are waitlisted, and one is closed.

Select the class in which you would like to be added to the waitlist.

Expand the “Course Information” section to see a description of the course.
When you select your class option you will then be guided through a series of steps to be added to the waitlist.

Step 1 is to review your selection.

Once reviewed, click the “Next” button to proceed to the next step.

Step 2 is to review the class preferences.

Here is where you indicate your desire to be added to a waitlist if a class is full (in waitlist status).

Change the waitlist button to “Yes” to be added to the waitlist.

If a class allows enrollment only by permission, here you can enter a permission number if you have been granted permission.

Here you can also change the grading basis for a class.

Once you have completed your preference selections click the “Accept” button to proceed to the next step.
Step 3 gives you the option to either enroll (waitlist) in the class or add the class to your shopping cart for enrollment (waitlist) later.

Select the “Enroll” option.

Click the “Next” button to proceed to the next step.

Step 4 is a final review and submission of your enrollment (waitlist) request.

After reviewing, click the “Submit” button.

Select “Yes” to confirm that you want to submit this enrollment (waitlist) request or “No” to cancel.
You should then receive a message stating that you have been added to the class waitlist and given a position number.