If a class is full when your enrollment time arrives, you may opt to waitlist – placing yourself on a list to see if a seat opens up.

Follow the instructions on the Search for Classes tip sheet to locate a class.

**Note:** If you are thinking of setting up a swap to enroll in a different section, do not waitlist! Instead, go to Setting Up a Swap.

If you add yourself to a waitlist and then decide to setup a swap, you will have to drop the waitlisted class and you will lose your position.

If, while viewing your class search results, the Status for the section that you want displays with a symbol of ▲, the section is full but has a waitlist. To place yourself on the waitlist, follow these steps:

1. Click on the Section
2. Click on Select Class
3. On the next screen, if a waitlist is available and you want to be placed on the waitlist:
   - Under Class Preferences, check the box for Wait list if class is full
4. Click Next

Once you’ve done that, the class will be added to your Shopping Cart.

To finish enrolling on the waitlist:

5. Click on the Enroll tab
6. On the next screen, confirm that this is the class you want to waitlist
7. Click on Proceed To Step 2 Of 3
8. Click on Finish Enrolling

Once you click Finish Enrolling, you will receive a message indicating your position on the waitlist

Note that the status column will show a ✓ which indicates the transaction was successful. If the transaction was unsuccessful, an X will appear with a message indicating why it was unsuccessful.

10. To view your schedule, click on My Class Schedule
11. Your Class Schedule will show the new class with the (a) Waitlist Position and (b) a status of Waiting
Notes

• Waitlisting for a class does not ensure that you will be getting into the class, nor does it count towards your credit hours

• You will not be able to get on a waitlist if there are holds on your account

• If you do not meet the requirements of the class, please do not waitlist as the system will not enroll you in the class. Please see your advisor for any classes that are waitlisted where you do not meet the requirements