1. To waitlist a class sign into your Student Center and select the Enroll link.

2. Choose the appropriate term and click continue.
3. Search for the class you want to waitlist.
4. Make sure that the Show Open Classes Only box is not selected. Enter your search criteria and click search.
5. Note that the status displays the waitlist icon, a yellow triangle. To see how many students are currently on the waitlist click on the class section link.

6. The number of students currently on the waitlist display in the Wait List Total. If there are students on the waitlist and a seat is available in the class the first student on the list will be enrolled in the class when the waitlist process is run. If you want to continue and waitlist the class click the Select Class button, otherwise, click Return to Add Classes and start a new search.
7. Check the box to Waitlist if class is full then click next.
8. The class is added to your shopping cart, click proceed to step 2 of 3.
9. Confirm the class and click the Finish Enrolling button.

10. If you are successfully added to a wait list you will receive the following confirmation with your current wait list position number.
11. In the example below: the class is added to the student schedule with a status of Waiting and the student’s waitlist position in the class is two. If two seats open the student will be added to the class from the waitlist (assuming there is no time conflict and that he/she is not currently registered in another section of the same course) and will receive an email confirmation of the change to his/her enrollment status.