# HOW TO USE WAITLISTING

Waitlisting allows you to request to be notified if a seat becomes available in a full class. Not every class offers waitlisting. Waitlist is prioritized first-come, first-served. There is a capacity to the total number of students who can be added to the waitlist. No student is automatically moved from the waitlist to enrolled status. Corequisites, prerequisites, and links for waitlisted courses still apply the same way as actively registering for classes. Waitlisted coursework cannot meet enrolled coursework requirements.

1. Click Add next to the full class which still has waitlist seats remaining
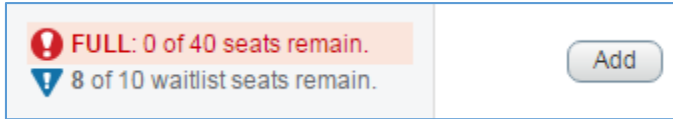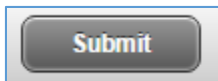

2. The class will appear in your Summary with the Status of *Pending* and the Action of *Web Registered*
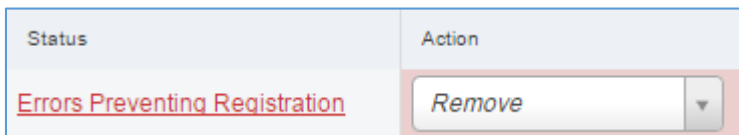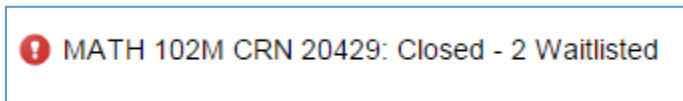

3. Click Submit

4. The Notifications will show the class is Closed and how many students ahead of you are currently Waitlisted

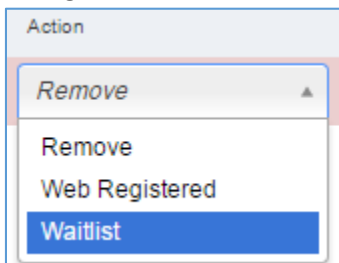
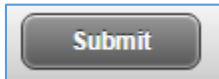5. The class will appear in your Summary with the Status of Errors Preventing Registration and the Action of *Remove*
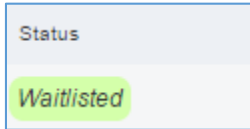

6. Change the Action to *Waitlist*

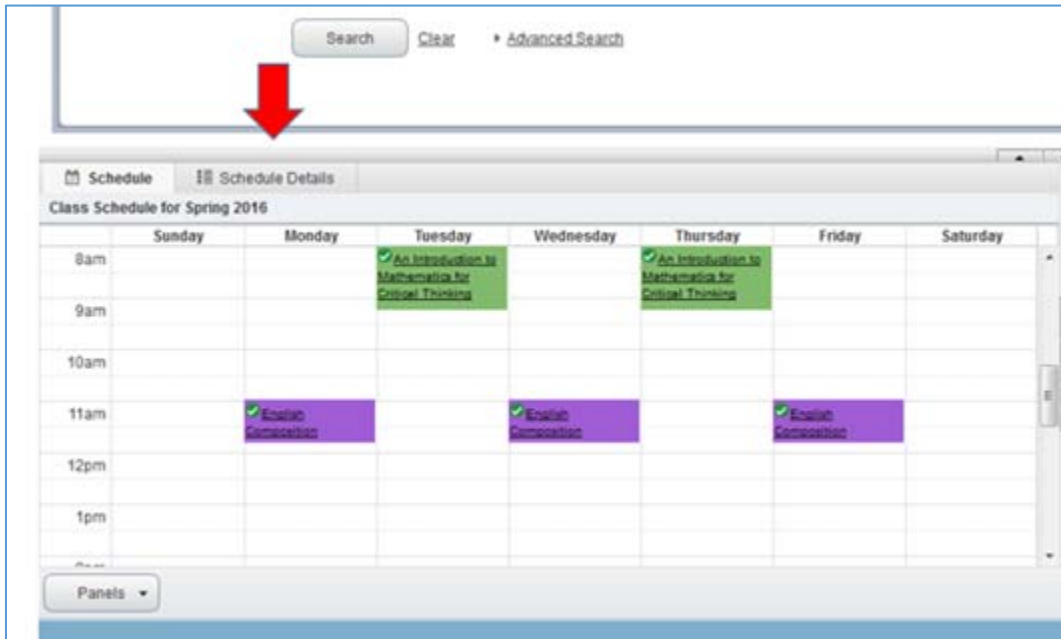# HOW TO USE WAITLISTING
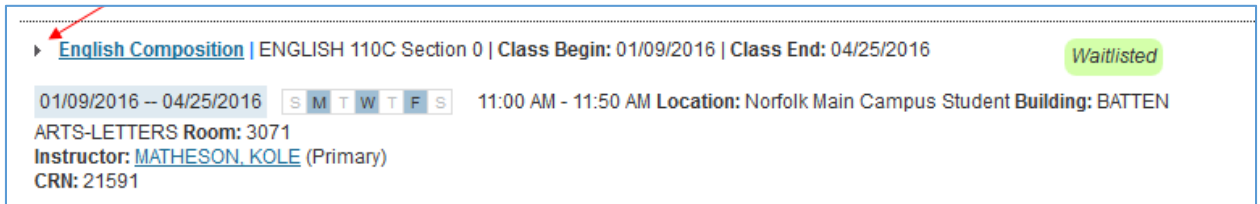
7. Click Submit

   Submit

8. *The class will now appear in your Summary with the Status of* Waitlisted

   Status

   Waitlisted

9. *To see your place on the waitlist, go into the Register for Classes section and in the Schedule panel, click on Schedule Details*
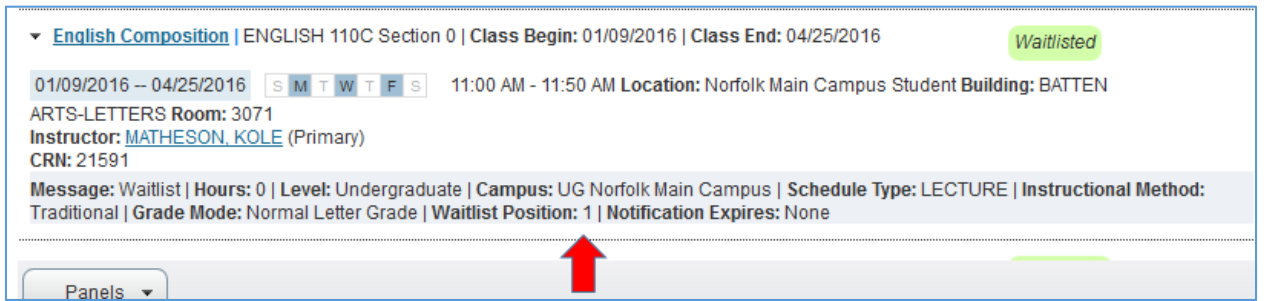

10. *In the Schedule Details, click on the small arrow next to the title of the course you are waitlisted for:*
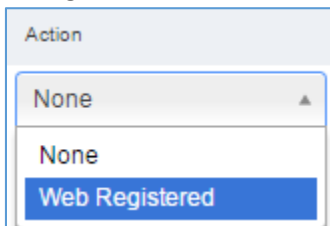
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11. After clicking this arrow, an additional row appears which includes your position on the waitlist.
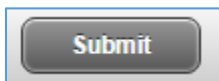

12. If a seat becomes available, you will receive an email. You will have 24 hours from the time the email was sent to register for the class. If you do not register, the open seat will go to the next student on the waitlist. You may rejoin the waitlist, but you will be placed at the end

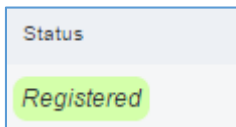13. To register for the class if a seat becomes available, change the Action to Web Registered

14. Click Submit

15. The class will now appear in your Summary with the Status of *Registered*