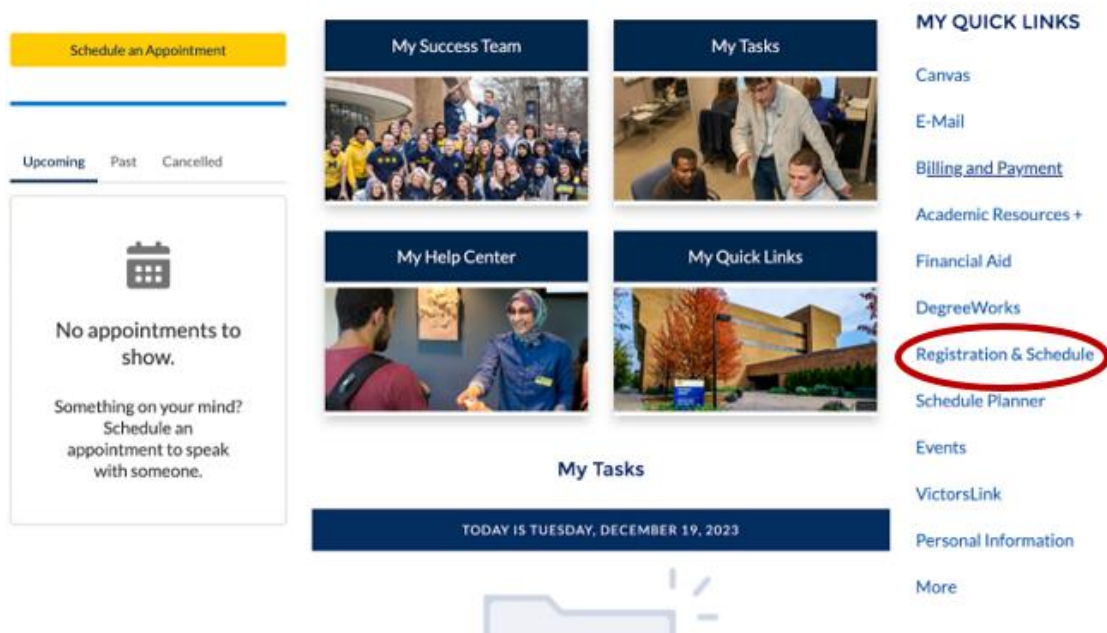
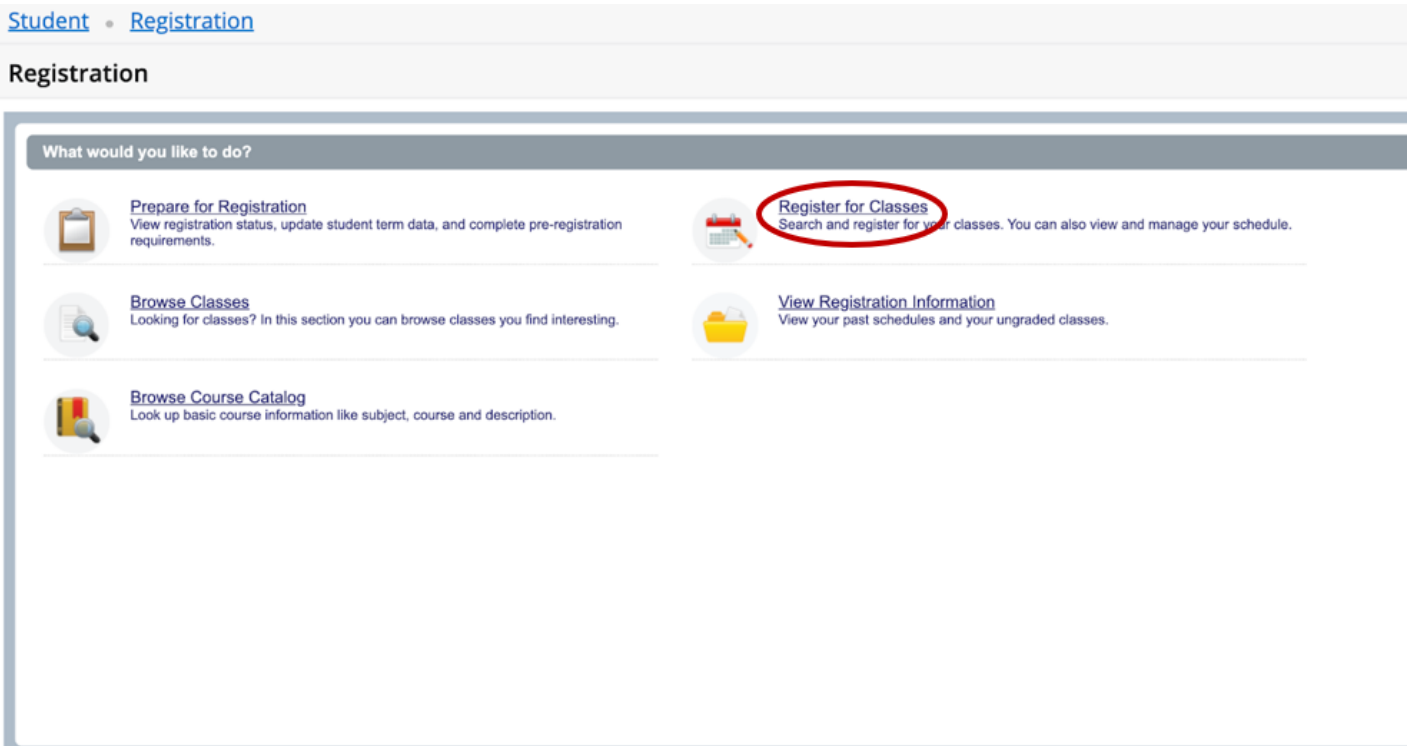


Waitlisting Courses

From the portal landing page, click on **Registration & Schedule**



Select **Register for Classes** from the menu page



Select a term from the dropdown menu and click **Continue**

Student • Registration • Select a Term

Select a Term

Terms Open for Registration

Select a term...

Continue

Only open terms will populate in the menu

Enter your **search criteria** (subject, course number) and select **Search**

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Winter 2024

Subject

Course Number

Search Clear ▶ [Advanced Search](#)

If you find a course or a section of a course that best meets your needs, you can see the **number of waitlist spots available** here

The screenshot shows a search results page for 'General Chemistry 136' in Summer 2024. It lists two sections. The first section is for CRN 202, with 15 of 20 spots available. The second section is for CRN 203, which is marked as 'FULL' with a red circle around the '5 of ...' waitlist spots. The 'Add' button for the second section is also circled in red.

Select the **Add** button just as you would do with a class that has available seats

This screenshot is identical to the previous one, but the 'Add' button for the 'FULL' section (CRN 203) is circled in red, indicating the action to be taken.

Select **Register for Classes** at the top of the page

The screenshot shows the navigation menu at the top of the page. The menu items are 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. The 'Register for Classes' item is circled in red.

This will bring up the courses you've added in a schedule (left) and list (right) format. Select **Waitlist** on the appropriate course and then click **Submit**

The screenshot displays a course registration interface. On the left, a 'Class Schedule for Summer 2024' grid shows course offerings by day and time. On the right, a 'Summary' table lists the courses with their details, hours, CRNs, schedule types, and statuses. A dropdown menu is open for the 'General Chemistry IIA' course (CRN 32044), showing options: '**Registered**', 'Remove', and 'Waitlist'. The 'Waitlist' option is circled in red. A 'Submit' button is located at the bottom right of the interface.

Title	Details	Hour	CRN	Schedule Typ	Status	Action
General Chemistry IIA	CHEM 136...	4	32047	Lecture	Pending	**Registered**
General Chem IIA L...	CHEM 136...	0	32554	Laboratory	Registered	**Registered**
General Chemistry IIA	CHEM 136...	4	32044	Lecture	Registered	Remove Waitlist

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 18