How to Waitlist for a Course

You must first login to SIS.

1. In the main menu, select Student Services. Then select Registration.

2. Click Add/Drop Classes from the Registration menu.

3. Select the term you wish to register for by highlighting it, then click Submit Term.
4. You will see your confirmed registration in the Current Schedule table. In the Add Class table below, enter the Course Reference Number (CRN) of the course into the first available field.

5. Click the Submit Changes button. The system will return an error stating, CLOSED-XXX WAITLISTED. The number shown (XXX) indicates how many students are currently waitlisted.
6. To waitlist for the class, select Waitlisted from the Action field, then click Submit Changes.

7. The course will then appear in the Current Schedule table with .00 credit hours and a Status of Waitlisted.
NOTE: You may check your current waitlist position by returning to the Registration menu and selecting Look Up Waitlist Position.

8. Click the View Schedule link at the bottom of the Add/Drop Classes page to see your schedule in day/time format.