**How to Waitlist Classes**

**Step 1:** Select the course you are trying to register for.

**Step 2:** To waitlist in a section, use the drop down box and choose waitlist, and press submit.

*No Seats Available*
Step 3. When a seat opens up in the section, students will receive an email in the student email account (Connect Mail) stating that they now have permission to register. The student will click on the Web Advisor.
Step 4: Student logs back into Web Advisor and Selects Manage My Waitlist
Step 5: Change the Action to Register for any classes that you have permission to register.
Registration Results

The system will not allow you to change a class from waitlist to registered if it is in conflict with another registered course.