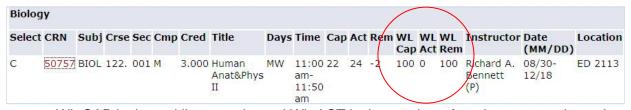
Waitlist Instructions

If a course is full, students may have the option to add themselves to a waitlist via myUSI.

To view waitlist availability:

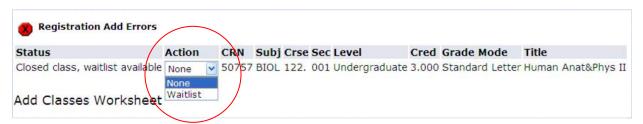
- Log on to myUSI
- Click on **Student**
- Click on *Registration*
- Click on Add or Drop Classes
- Click on *Class Search* at the bottom of the page
- Search for the class you want and the following screen will appear



WL CAP is the waitlist capacity and WL ACT is the number of students currently on the waitlist.

To add yourself to a waitlist:

- Select Add or Drop Classes from the menu. At the bottom of the page, enter the CRN of the course(s) you wish to waitlist for and click on Submit Changes
- The page will return a message of Registration Add Errors and a waitlist message will appear under Status
- Under the Action column (see below) click the drop down arrow and select Waitlist



- Click on Submit Changes at the bottom of the page
- If you were successfully added to the waitlist, a new screen will appear with the Status column indicating Waitlist and the date.
- Once you add yourself to the waitlist, it is your responsibility to check your myUSI email daily to see if a seat has become available. If a seat becomes available, an email will be sent to notify you of how much time you have to register for the class. If you do not register for the section within the time period indicated, you will be dropped from the waitlist and the next student on the list will be notified.

Notes:

- Not all classes offer the waitlist availability.
- Students may waitlist for alternate sections of a course for which they are already registered, or
 for sections that will cause a time conflict. This is intentional as students may desire to waitlist
 for classes that may become available later, and offer them more scheduling options.
- Once on a waitlist, students will not be automatically enrolled. Each student must register themselves in a course when/if a seat becomes available.
- Being on a waitlist does not guarantee a student registration into a class.