

## How do I add myself to the waitlist?

Follow the five steps below to get added to a registration waitlist.

1. From the **Course Section Lookup** results screen, look for the **NOTE: Waitlisted Section** appearing on your desired course section.
2. Check the section's **WL Rem** number.
  - if it is 0, the waitlist is full; you cannot add yourself to the waitlist now but you should try again later
  - if it is greater than 0, there is space on the waitlist; jot down the section CRN and follow the remaining steps
3. Go to **Quick Add or Drop Course Sections**.
4. Enter the CRN in the grid of the **Quick Add Worksheet** and click **Submit**.
5. Use the picklist to change your waitlist status: Select the **Action "Add(ed) to Waitlist"** and click **Submit**.

## What does it mean if there appears to be a place in the course but I cannot register?

This is because waitlisted students are allowed a specified time to change their status from "Waitlisted" to "Registered". During this period, spaces are set aside from students; even though they appear to be available, no one else is allowed to register.

## Once I have been notified that a place in the class is available to me, how do I change my status from "Waitlisted" to "Registered"?

From Minerva's **Registration Menu**, select **Quick Add or Drop Course Sections**. The courses for which you are registered and for which you are waitlisted will both display on the screen. Select the **Action "Register(ed) from Waitlist"** for the desired CRN. Then click **Submit**.

## How do I drop the course if I change my mind while I'm on the waitlist?

Go to **Quick Add or Drop Course Sections** and select the **Action "Web Drop"** for the CRN of the waitlisted section. Then click **Submit Changes**.