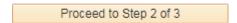# WAITLIST INSTRUCTIONS

How to Waitlist

1. During the enrollment process or in the Shopping Cart, click on the class to view course details

2. Under Class Preferences, check the **Waitlist if Class is Full** box.

3. **Click Next.**

4. **Proceed to Step 2 of 3**.

5. **Finish Enrolling.**

Your waitlist position number is displayed in the message. Check **My Class Schedule** to monitor waitlist position and enrollment status.

Class	Message	Status
Course XXX	**Message:** You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✔
	Message: Class XXXXX is full. You have been placed on the wait list in position number 22.	✔