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.
   o if it is 0, the waitlist is full; you cannot add yourself to the waitlist now but you should try again later
   o 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.