How to register from a waitlist

If you have joined a waitlist and a spot in the course becomes available, an automated e-mail notification from the system will be sent to you. Note that you will only have a limited amount of time, from when you receive the e-mail notification, to register for the activity. If you miss the deadline, specified in the e-mail notification, your spot will be offered to the next student on the list.

### Steps of the Process

1. Under the "I have an existing account" section, log in to your Athena student portal.
2. Select “My Registration History” from the left-hand side navigation bar.
3. In the center of the page, click on the "Wait Listed" tab to access the information that is needed:

   **My Registration History**

   Contact us at AskD.scs@mcgill.ca if you have questions about making any changes to your registrations.

4. An "Enroll" button will now appear in the "Actions and Status" column. Click to proceed with your registration.

5. Follow the onscreen instructions to proceed with your registration and payment for the activity.

**Note:** If you no longer wish to enroll, click to remove yourself from the waitlist. Your spot will then be offered to the next student on the list.

**The recommended browsers for Athena are: Google Chrome, Safari, or Mozilla Firefox. Please do not use Internet Explorer.**

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