## How to add myself to the waitlist for a class that is full

- 1. Logon to my.wsu.edu.
- 2. Click on Student Center.



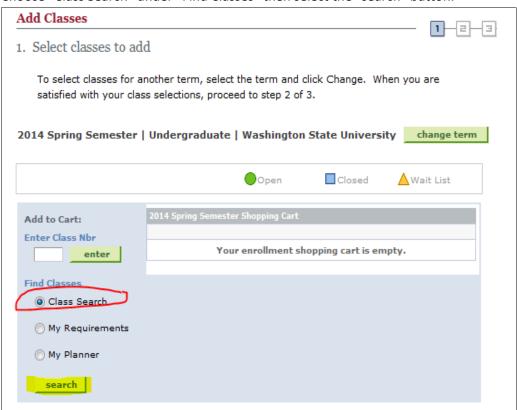
3. Select the "Enroll" link.



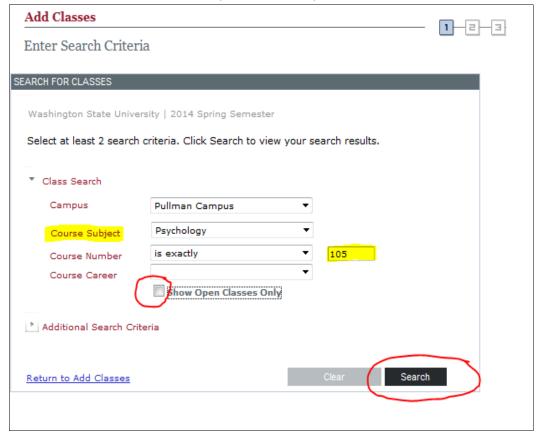
4. Select the term and then select the "Continue" button



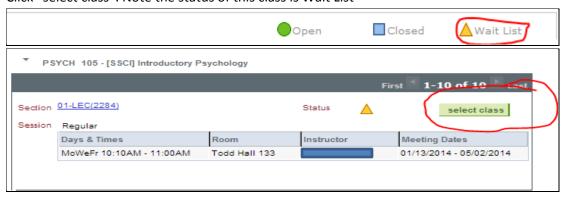
5. Choose "Class Search" under "Find Classes" then select the "search" button.



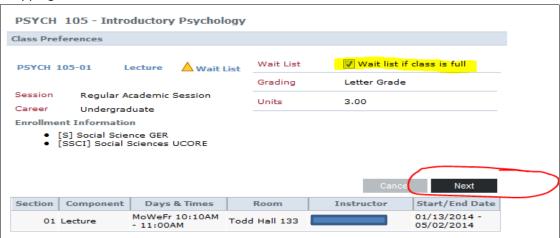
6. Select the course subject and enter the course number, then click "Search." Make sure to uncheck the "Show Open Classes Only" checkbox.



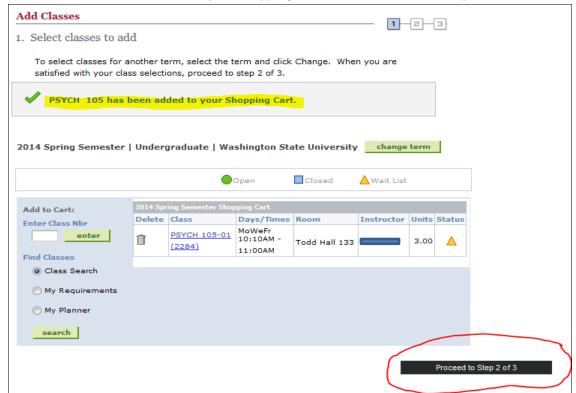
7. Click "select class". Note the status of this class is Wait List



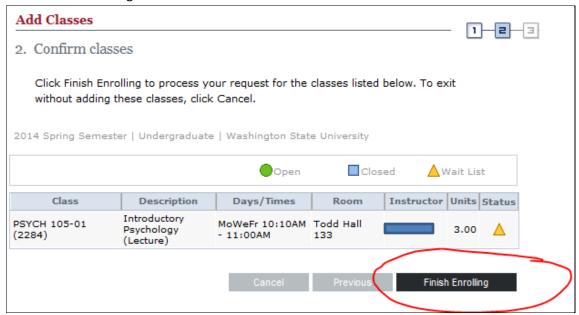
8. Check the "Wait List if Class is Full" box then select "Next". This will add the class to your shopping cart.



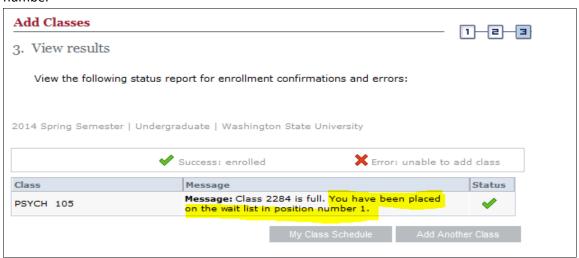
9. The class has now been added to your shopping cart. Select "Proceed to Step 2 of 3"



10. Click "Finish Enrolling" to be added to the waitlist for the class



11. This message shows that you have been placed on the waitlist, as well as the position number



- 1. You will automatically be enrolled when a space becomes available.
- 2. You can waitlist an unlimited number of sections.
- 3. You will be notified when you have been added from the waitlist.
- 4. You will not be enrolled from the waitlist if there is a time conflict for a waitlisted class or pre-requisites have not been met or you are enrolled in another section of the same course, or enrollment will exceed the 22 total hour limit.
- 5. The waitlist process for adding students to class will automatically stop running on the last the last day that a student may add a course online. See that Academic Calendar at www.registrar.wsu.edu