Quick Tips: Waitlisting

The class is full and a waitlist is available:

1. Go to the Student Hub, click on “Self Service” and log on.
2. Click on “Student Services” and “Registration”.
3. Click on “Select Term”. Choose the term and click “Submit”.
4. Select “Add or Drop Classes”.
5. Enter the CRN for the class you want to waitlist. Select “Waitlist” from the Action menu for the course and click “Submit Changes”.
6. You are now “Waitlisted” for the course.

A seat has become available and you were notified by email through your Xavier email account:

1. Follow steps 1 through 4 above.
2. From the dropdown Action menu for the course you are waitlisted, select the appropriate action, “Web Register” and click “Submit Changes”.
3. You are now “Registered” for the course.