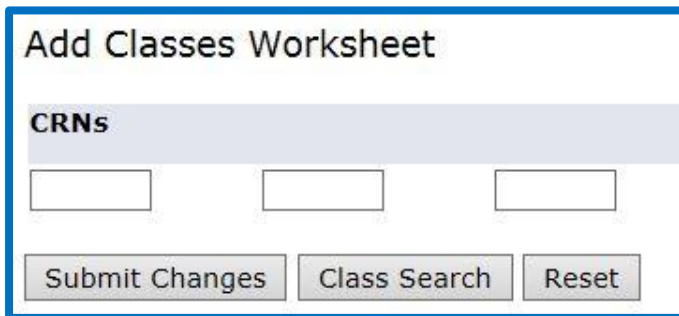


# Quick Tips: Waitlisting

## 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.



Enter the CRN numbers and click “Submit Changes”.

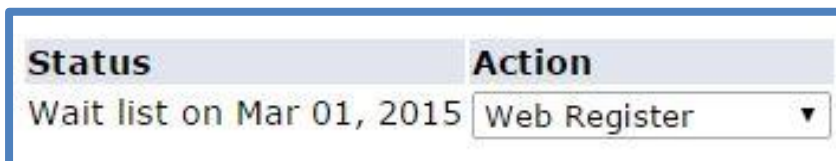


Status	Action
Closed - 0 Waitlisted	Wait list ▼

Select “Waitlist” from the Action dropdown menu.

## 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.



Status	Action
Wait list on Mar 01, 2015	Web Register ▼

Select “Web Register”.