XAVIER UNIVERSITY

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 "Register for Classes". Choose the term and continue.
4. Search for the class and select "Add".
5. Select "Wait list" from the Action menu for the course and click "Submit".
6. You are now "Waitlisted" for the course.

	Summary					Tuition an
Title	Details	Hour	CRN	Schedule	Status	Action
Elementary Spanish I	SPAN 101, 02	0	90496	Lecture	Waitlisted	None
English Composition	ENGL 101, 19	3	90661	Lecture	Registered	None

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

1. Follow steps 1 through 3 above.
2. From the drop down Action menu for the course you are waitlisted, select the appropriate action, "Web Register" and click "Submit"
3. You are now registered for the course.