

Waitlist Instructions

If a course is full, students may have the option to add themselves to a waitlist via myUSI.

To view waitlist availability:

- Log on to myUSI
- Click on **Student**
- Click on **Registration**
- Click on **Add or Drop Classes**
- Click on **Class Search** at the bottom of the page
- Search for the class you want and the following screen will appear

Biology																		
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location
C	50757	BIOL	122.	001	M	3.000	Human Anat&Phys II	MW	11:00 am- 11:50 am	22	24	-2	100	0	100	Richard A. Bennett (P)	08/30- 12/18	ED 2113

- WL CAP is the waitlist capacity and WL ACT is the number of students currently on the waitlist.

To add yourself to a waitlist:

- Select **Add or Drop Classes** from the menu. At the bottom of the page, enter the CRN of the course(s) you wish to waitlist for and click on **Submit Changes**
- The page will return a message of *Registration Add Errors* and a waitlist message will appear under Status
- Under the Action column (see below) click the drop down arrow and select **Waitlist**

Registration Add Errors										
Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed class, waitlist available	None None Waitlist	50757	BIOL	122.	001	Undergraduate	3.000	Standard	Letter	Human Anat&Phys II

- Click on **Submit Changes** at the bottom of the page
- If you were successfully added to the waitlist, a new screen will appear with the Status column indicating Waitlist and the date.
- Once you add yourself to the waitlist, it is your responsibility to check your myUSI email daily to see if a seat has become available. If a seat becomes available, an email will be sent to notify you of how much time you have to register for the class. If you do not register for the section within the time period indicated, you will be dropped from the waitlist and the next student on the list will be notified.

Notes:

- Not all classes offer the waitlist availability.
- Students may waitlist for alternate sections of a course for which they are already registered, or for sections that will cause a time conflict. This is intentional as students may desire to waitlist for classes that may become available later, and offer them more scheduling options.
- Once on a waitlist, students will not be automatically enrolled. Each student must register themselves in a course when/if a seat becomes available.
- Being on a waitlist does not guarantee a student registration into a class.