

## HOW TO USE WAITLISTING

Waitlisting allows you to request to be notified if a seat becomes available in a full class. Not every class offers waitlisting. Waitlist is prioritized first-come, first-served. There is a capacity to the total number of students who can be added to the waitlist. A student is automatically moved from the waitlist to

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7. Click Submit

8. The class will now appear in your Summary with the Status ~~Wait~~ Waitlisted

9. If a seat becomes available, you will receive an email. You will have 24 hours from the time the email was sent to register for the class. If you ~~do~~ not register, the open seat will go to the next student on the waitlist. You may rejoin the ~~wait~~ waitlist, but you will be placed at the end

10. To register for the class if a seat becomes ~~avail~~ available, change the Action to Web Registered

11. Click Submit

12. The class will now appear in your Summary with the Status ~~Regi~~ Registered