Instructions and FAQ

To put yourself on a waitlist once registration has begun and the waitlisted class is filled you must make note of the CRN (Course Registration Number) and click Add to Worksheet. Not all classes have waitlists. Only classes with positions in the WL Rem column are accepting waitlist positions.

On the “Add or Drop Classes” page enter the CRN for the closed/waitlisted class and submit. If you meet all enrollment restrictions that may be on the class you will be informed that the class is closed but there are waitlist positions available. You may then use the pulldown menu for that class to add yourself to the waitlist.

You can monitor your place on the waitlist from the “Student Detail Schedule”. *Note, some classes may not allow students to view their position (see Common Waitlist Questions).
When the waitlist system identifies an opening in the class it will send you a notification via your WSU email (assuming you are in Waitlist Position 1). You will have 24 hours from the time of notice to register for the class. You may add the class from the normal “Add or Drop Classes” page. Once notified, you will have a pull down that offers the option to “Web Register”. If you are not registered at the end of your 24 hour time window the open space will be offered to the next person on the waitlist.

**Common Waitlist Questions:**

- The class is open. Why can’t I register?
  - This class shows one seat open with 18 names on the wait list.
  - If you attempt to register will see:
  - This means there is one “Open – Reserved for Wait List” seat. The seat is reserved for students on the wait list. You may add yourself to the wait list by changing the “Action” from None to Waitlisted.

- The class is open and I’m on the top of the wait list. Why haven’t I gotten an email notice offering me a seat in the class?
If you are in waitlist position 1 (visible on Student Detail Schedule) you will be the next student offered an open seat. The open – reserved seat is currently being considered by the student in wait list position 0 (zero). A reserve is only held open for 24 hours. If the student in position 0 doesn’t add themselves in the class by the end of their reserve deadline you will be notified of your reserved space by WSU email.

I want to see my position on the wait list but there is no position displayed on the Student Detail Schedule. How do I check my position?

If there is no “Position” listed on the Student Detail Schedule then the wait list is controlled by the college/department. The wait list manager will decide the positions on the wait list before allowing the system to send notices of reserved seats. Positions will not be displayed on the Student Detail Schedule since the positions will be adjusted manually.