

The “Waitlist” option will allow you to wait on a list, on a first come, first “Waitlisted” basis, in the event that a space in a desired course becomes available. The “Waitlist” is the only method that will be used to “crash” a closed class.

**For example:**

1. A class is closed or full.

**You choose the “Wait list” option:**

- a. Click “**Registration**”
  - b. “**Select the Term**”
  - c. “**Add or Drop Classes**”
  - d. **Enter the CRN** in the box under “**Add Classes Worksheet**” box. (The CRN is the five-digit number associated with the course example: 12345)
  - e. Click “**Submit Changes**”
  - f. From the “Action” column, **select “Waitlist”** from the drop-down box
  - g. Click “**Submit Changes**”
2. A space becomes available in the class selected for waitlist.
  3. The first person on the “Waitlist” will be notified by email to the **Southwest email account**.

The email will indicate the deadline for registering for the class. If the first person does not register by the deadline, the next person will be notified by email and given a deadline.

If you do not register for the course by the deadline, you may again sign-up for the “Waitlist” if the registration deadline has not passed and if the number of waitlisted spaces has not been exceeded.

**After you have received email notification that your waitlisted class is available, you must then register for the class by the deadline date and time as indicated in your email.**

- a. Click “**Registration**”
- b. “**Add or Drop Classes**”
- c. Select the appropriate “**term**”
- d. **You will see the class for which you have waitlisted**
- f. From the “Action” column, **select “Web Registered”** from the drop-down box
- g. Click “**Submit Changes**”

**Note: Courses with sections beginning with "R" are not available for wait listing.**