YES User Guide

Waitlist

1. After adding a class to your cart, go to your Class Cart and select Waitlist if Full from the pulldown menu for the class you want.

2. A W will display next to the class you want to waitlist. Click the Submit button.

3. This message will appear at the bottom of your screen:
Drop-if-Enrolled
If your waitlisted class conflicts with one in which you’re currently enrolled, if you are enrolled in a different section of the same course, or if enrollment in a waitlisted course would put you over 18 semester hours, you will need to utilize the Drop-if-Enrolled function.

1. Go to your Enrolled classes page and click on the brown box with arrows in it next to your waitlisted class.

2. Select which class you want to drop if you are enrolled in your waitlisted class by clicking the brown box with arrows.
3. Click Save.

4. Your waitlisted class will show which class you have chosen to drop if enrolled from the waitlist on your Enrolled page.

Enrolled from the Waitlist
If you are enrolled to a class from the waitlist, you will receive a notification from the Office of the University Registrar.

Please note: Successful enrollment to one section of a course means that you will be dropped from the waitlist for all other sections of that course.