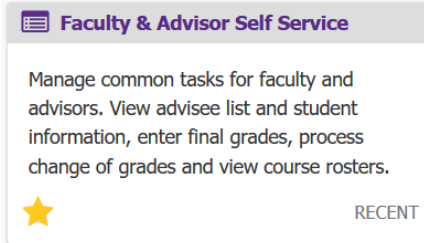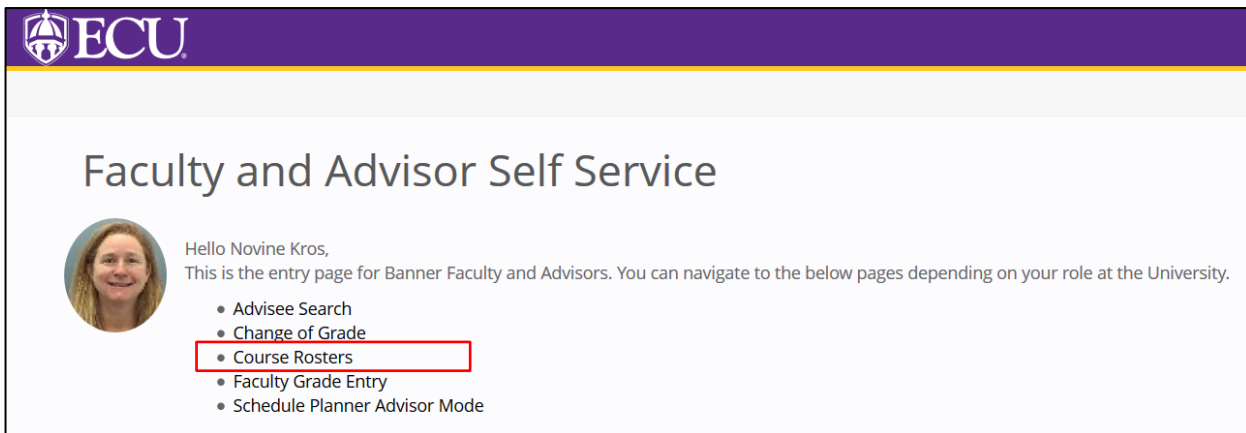# How do I view a wait list for a course?

1. Log into Pirate Port using your Pirate ID and Passphrase.

2. Click the Faculty & Advisor Self Service card in Pirate Port.

3. Click on the Course Rosters link on the Dashboard.

4. Search for the class on the CRN Listing page. For more information on searching for a class roster, see documentation: "How to use Course Rosters in Faculty and Advising Self Service"
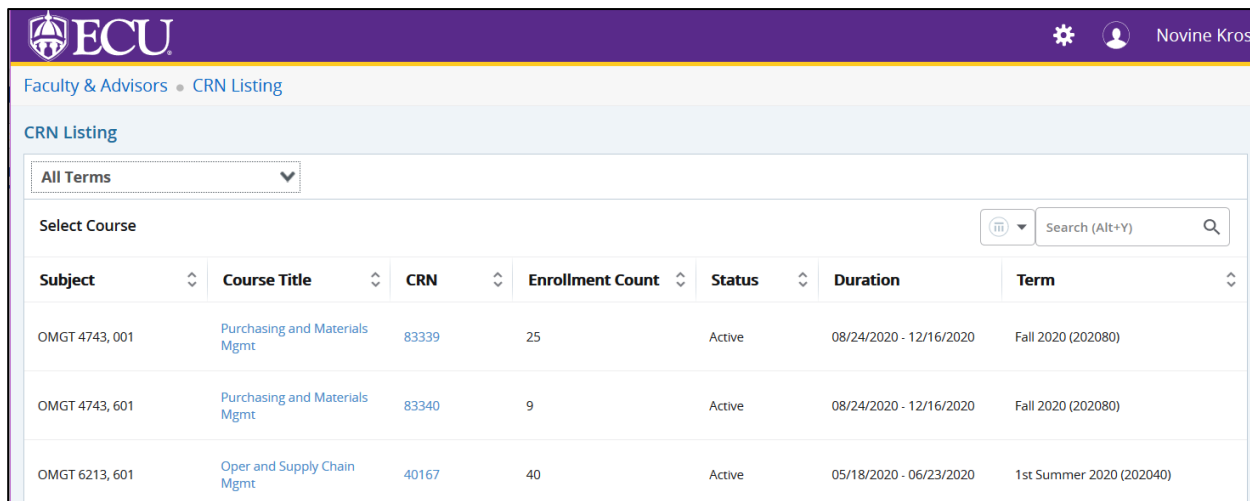
5. Select the class record in the list by clicking on the record (EXCEPT the course title and CRN links).

CRN Listing

All Terms ▼

Select Course

🔲 ▼ Search (Alt+Y) 🔍

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
PHIL 1110, 001	Intro to Philosophy	81637	30	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)
OMGT 4743, 001	Purchasing and Materials Mgmt	83339	25	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)

6. The Class List page is displayed.

❯ **Course Information**

Purchasing and Materials Mgmt - OMGT 4743 601
CRN: 83340
Duration: 08/24/2020 - 12/16/2020
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	9	16
Wait List	10	0	10
Cross List	0	0	0

Class List   **Wait List**   Summary View ▼

Summary Class List   ✉ 🔲 ▼ Search (Alt+Y) 🔍

☐		Student Name	ID	Registration Status	Level	Credit Hours	Final	Class
☐	👤			**Web Registered**	Undergraduate	3	No Access	Senior
☐	👤			**Web Registered**	Undergraduate	3	No Access	Senior
☐	👤			**Web Registered**	Undergraduate	3	No Access	Junior

7. Click the Wait List tab to view waitlisted students.

Class List   ⬆ Export   🖨 Print

Fall 2020 - 202080   OMGT 4743 | 83340 ▼

❯ **Course Information**

Purchasing and Materials Mgmt - OMGT 4743 601
CRN: 83340
Duration: 08/24/2020 - 12/16/2020
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	25	9	16
Wait List	10	0	10
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Class List   **Wait List**   Summary View ▼

Summary Class List   ✉ 🔲 ▼ Search (Alt+Y) 🔍

☑		Student Name	ID	Registration Status	Level	Credit Hours	Final	Class

Please Note the following:

• If the Wait List tab is grayed out, the course selected does not have a waitlist set up in banner.

Class List   Wait List
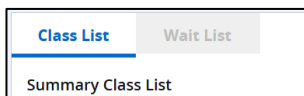
Summary Class List

• If there are no students on the wait list, *There are no students wait listed for this course*.

8. The wait list displays the Waitlist position and the Notification Expires Date if the student has been notified of a seat

		Student Name		ID		Registration Status		Level		Credit Hours		Waitlist Position		Notification Expires		Class	
☐						Wait List		Undergraduate		0		2		-		Freshman	
☐						Wait List		Undergraduate		0		1		-		Freshman	
☐						Wait List		Undergraduate		0		3		-		Freshman	

Class List   **Wait List**

Summary Wait List   Summary View ˅

Search (Alt+Y)

Click the CRN Listing link in the cookie trail to return to the CRN Listing page to view all classes.

Faculty & Advisors • CRN Listing • Class List

Class List   ⭢ Export   🖨 Print

When you exit out of Faculty/Advisor Self Service, always use **Sign Out** at the top of the page, and then exit out of the web browser.