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).

   ![Image of CRN Listing](image)

6. The Class List page is displayed.

   ![Image of Course Information](image)

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

   ![Image of Wait List](image)

Please Note the following:

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

- 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.

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

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.