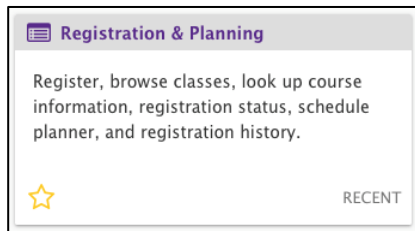
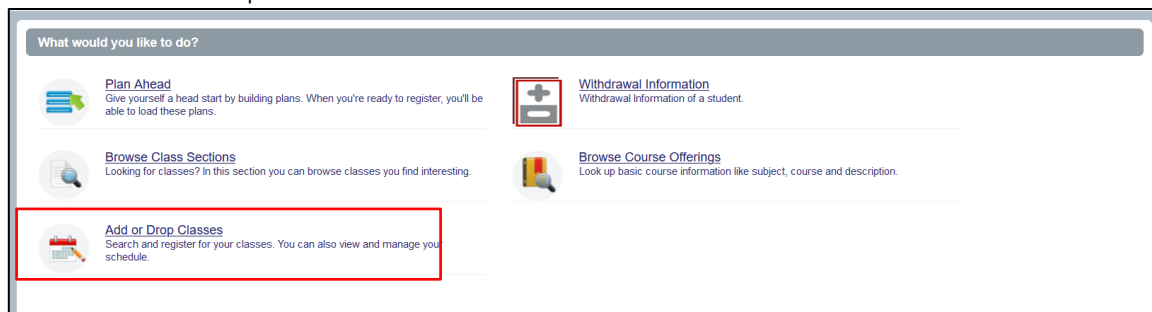


How to add a wait list class for a student in Registration & Planning

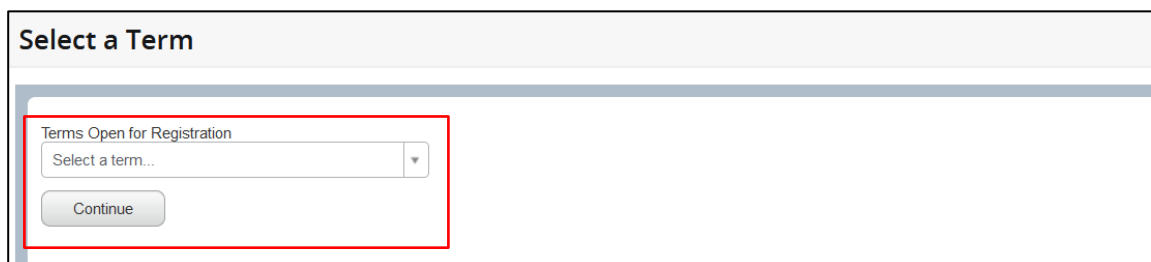
1. Log into PiratePort.
2. Click the Registration and Planning Card in PiratePort.



3. Click on Add or Drop Classes.



4. Select the Term for registration and click continue.

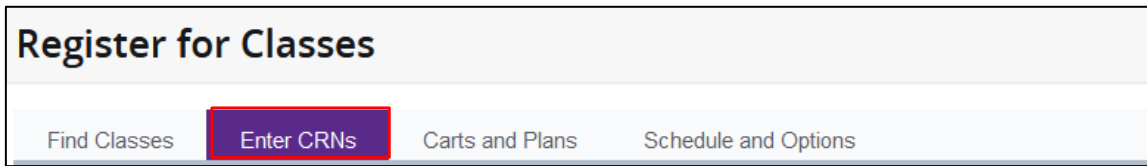


5. Enter the Students Banner ID or Name. **No PIN is required.**

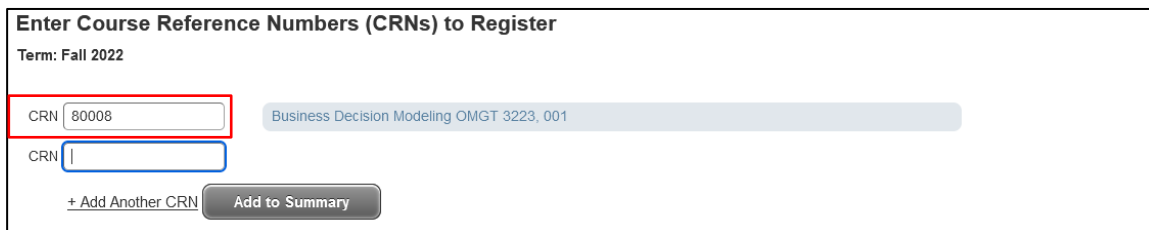


6. Click Continue.

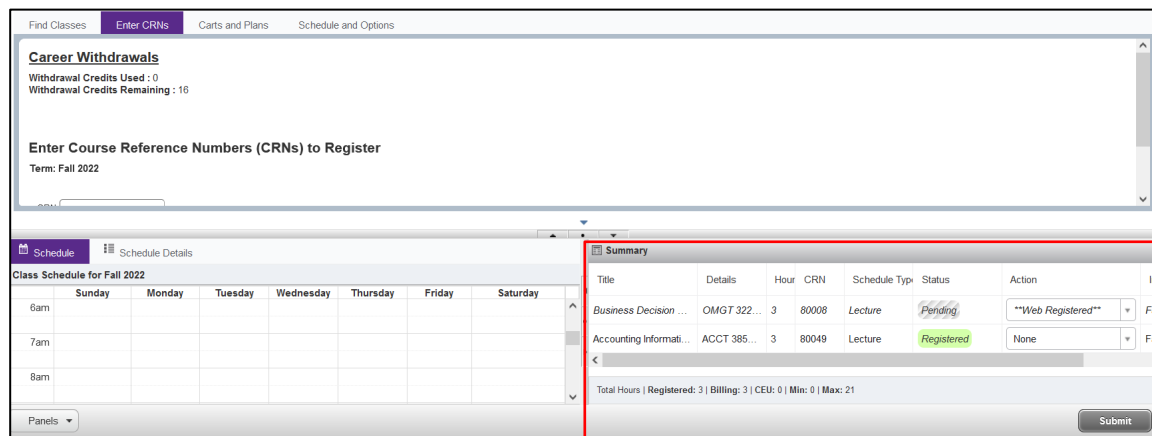
7. Click on the Enter CRNs tab.



8. Enter the CRN in the CRN field. Clicking tab will automatically add another row to add an additional CRN.

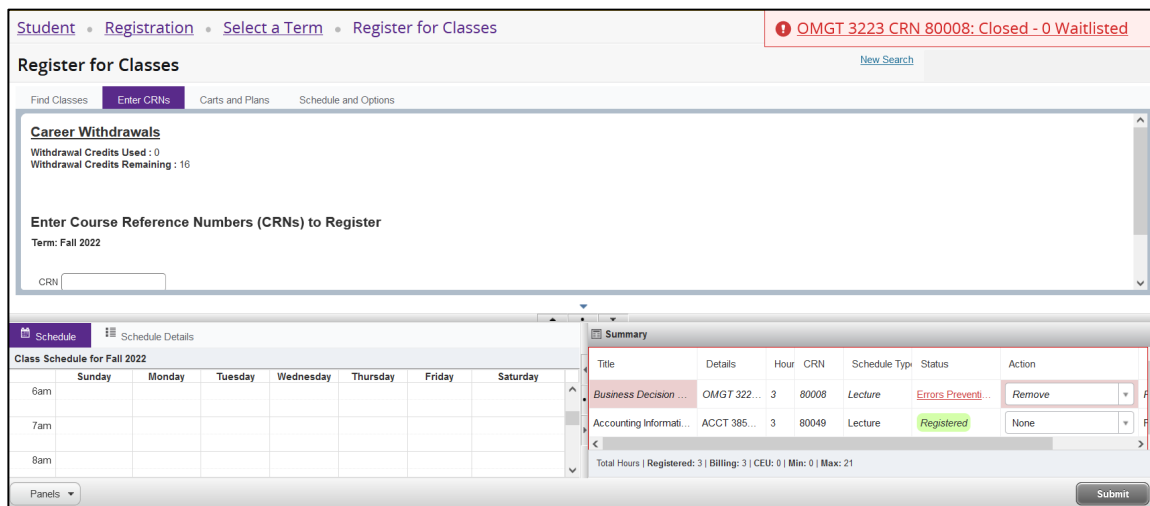


9. Click Add to Summary to add the classes to the registration summary window.



10. Click Submit.

11. The Waitlisted error is displayed.



12. In the Summary window, select Wait List from the Action pull down menu.

Title	Details	Hour	CRN	Schedule Type	Status	Action
Business Decision ...	OMGT 322...	3	80008	Lecture	Errors Preventi...	Wait List
Accounting Informati...	ACCT 385...	3	80049	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 21

Submit

13. Click Submit to add the student to the wait list.

Title	Details	Hour	CRN	Schedule Type	Status	Action
Business Decision ...	OMGT 322...	0	80008	Lecture	Waitlisted	None
Accounting Informati...	ACCT 385...	3	80049	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 21

Submit