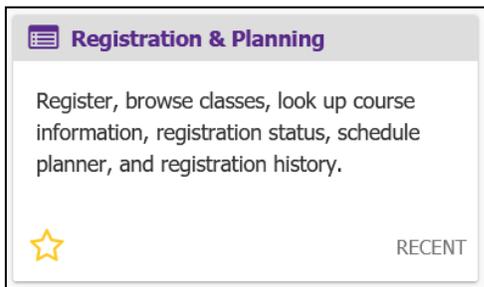
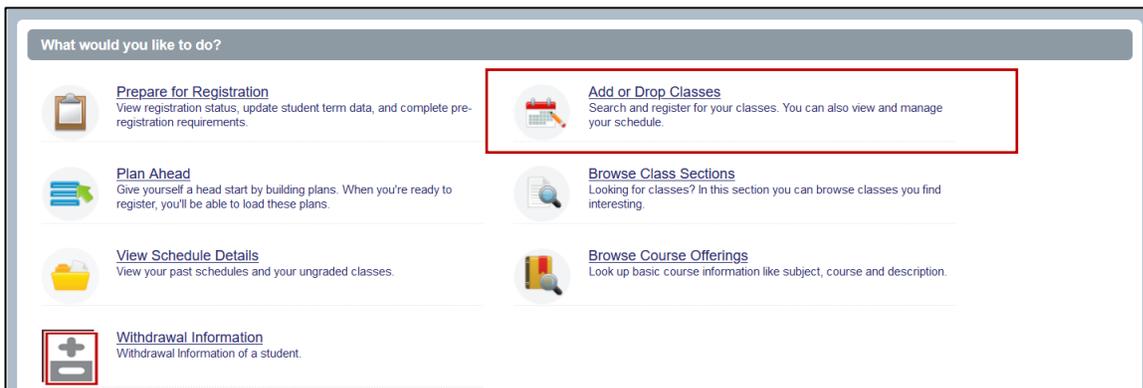


How to add yourself to a class wait list

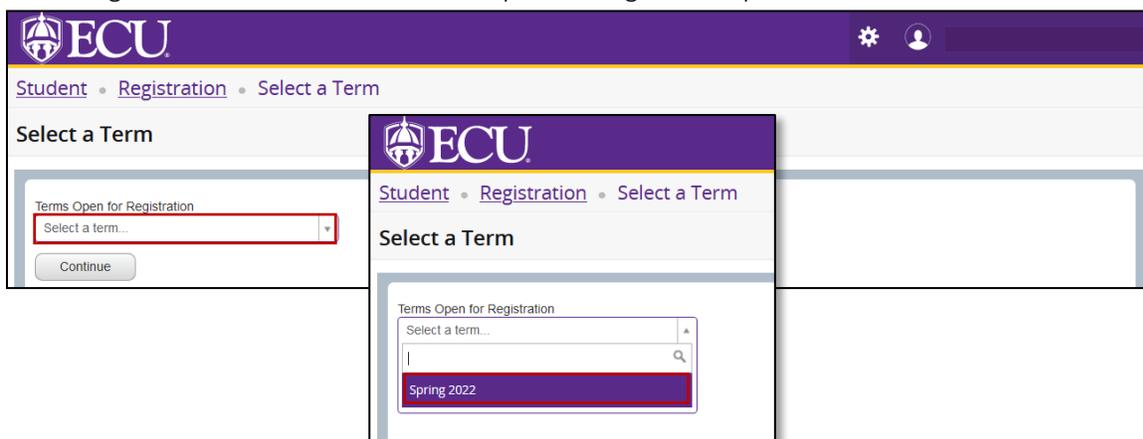
1. Log into Pirate Port.
2. Click on the Registration & Planning Card.



3. Click on the Add or Drop Classes link.



4. Select Registration Term from the Terms Open for Registration pull down menu.



5. **Undergraduate Students:** Enter your Registration PIN and click the Continue button. **Please contact your advisor for your Registration PIN.**
Graduate Students: Click the Continue button.

6. When a class is added (either by Find Classes or Enter CRN or tab) the Schedule and Summary screens are displayed showing the pending registration and the tentative week-at-a-glance schedule.

7. To register for classes, click the submit button located in the bottom right hand corner of the window.

8. If the class is closed and a waitlist is available an error notification will display in the upper right hand corner of the screen (in red). The class with the error will be displayed in the Schedule window in red and will be highlighted in in the summary window and an error notification (in red) with a status of Errors Pending.

Student » Registration » Select a Term » Register for Classes

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Career Withdrawals
 Withdrawal Credits Used : 0
 Withdrawal Credits Remaining : 16

Enter Course Reference Numbers (CRNs) to Register
 Term: Spring 2022

CRN:
 + Add Another CRN | Add to Summary

Schedule | Schedule Details

Class Schedule for Spring 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am		Financial Management	Financial Management	Financial Management			
9am							
10am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Financial Management	FINA 3724, 0...	3	32082	Lecture	Errors Preventing...	Remove

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Submit

9. From the Action pull-down menu, select Wait List.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Financial Management	FINA 3724, 0...	3	32082	Lecture	Errors Preventing...	Remove Remove **Web Registered** Wait List

10. Click Submit to be added to the wait list.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Financial Management	FINA 3724, 0...	3	32082	Lecture	Errors Preventing...	Wait List

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Submit

11. A successful notification (in green) is displayed in the top right hand corner of the screen if the wait list registration was successful, and the week-at-a-glance schedule and summary screens are updated to show the successful wait listed registration.

Student • Registration • Select a Term • Register for Classes ✔ Save Successful

Register for Classes

Find Classes **Enter CRNs** Schedule and Options

Career Withdrawals
 Withdrawal Credits Used : 0
 Withdrawal Credits Remaining : 16

Enter Course Reference Numbers (CRNs) to Register
 Term: Spring 2022

CRN:

[+ Add Another CRN](#)

Schedule Schedule Details

Class Schedule for Spring 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am		✔ Financial Management		✔ Financial Management		✔ Financial Management	
9am							
10am							

Total Hours | Registered: 0 | Billing: 0 | CEUs: 0 | Min: 0 | Max: 18

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Financial Management	FINA 3724 001 0	32682	Lecture	Waitlisted	None	

You will be **NOTIFIED BY EMAIL** when a spot in the course has opened.

You will have up to **24 HOURS** from the time the email was sent to you **TO REGISTER FOR THE COURSE. PLEASE READ YOUR EMAIL CAREFULLY TO MAKE SURE YOU REGISTER IN THE ALOTTED TIME FRAME.** If you do not register for the course within that time frame an email will be sent to the next person on the waiting list.