How to remove 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. In the Summary window, select **Web Dropped** from the Action pull down menu on the Waitlisted section.

8. Click Submit.

9. Click Submit again to remove the Deleted waitlisted section from the Summary window.