

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.

| Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans. Withdrawal Information Withdrawal Information of a student. Image: Browse Class Sections Looking for classes? In this section you can browse classes you find interesting. Image: Browse Course Offerings Look up basic course information like subject, course and description. Image: Add or Drop Classes Search and register for your classes. You can also view and manage your Image: Browse Classes You can also view and manage your | What wou | ıld you like to do? | | |
|---|----------|---|---|---|
| Browse Class Sections Browse Classes? In this section you can browse classes you find interesting. Browse Course Offerings Dook up basic course information like subject, course and description. Add or Drop Classes Search and register for your classes. You can also view and manage your Search and register for your classes. You can also view and manage your | - | Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans. | + | Withdrawal Information Withdrawal Information of a student. |
| Add or Drop Classes Search and register for your classes. You can also view and manage your | | Browse Class Sections Looking for classes? In this section you can browse classes you find interesting. | L | Browse Course Offerings Look up basic course information like subject, course and description. |
| scriedure. | | Add or Drop Classes Search and register for your classes. You can also view and manage your schedule. | | |

4. Select the Term for registration and click continue.

| Select a Term | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
| Terms Open for Registration Select a term Continue | | | | | | | |

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

| Terms Open for Registration Fall 2022 | • | | |
|--|--------|---|--|
| Search | | | |
| All Students v by OID | ○ Name | | |
| Select a student | | ¥ | |
| Continue | | | |

- 6. Click Continue.
- 7. In the Summary window, select ******Web Dropped* from the Action pull down menu on the Waitlisted section.

| I Summary | | | | | | | | | |
|--|----------|------|-------|---------------|------------|-----------------|-----|--|--|
| Title | Details | Hour | CRN | Schedule Type | Status | Action | ^ | | |
| Business Decision | OMGT 322 | 0 | 80008 | Lecture | Waitlisted | **Web Dropped** | F | | |
| Accounting Informati | ACCT 385 | 3 | 80049 | Lecture | Registered | None | F | | |
| < | | | | | | | > < | | |
| Total Hours Registered: 3 Billing: 3 CEU: 0 Min: 0 Max: 21 | | | | | | | | | |
| Submit | | | | | | | | | |

8. Click Submit.

| Summary | | | | | | | | | |
|--|----------|------|-------|---------------|------------|--------------|--------|-----|--|
| Title | Details | Hour | CRN | Schedule Type | Status | Action | | Ŷ | |
| Business Decision | OMGT 322 | 0 | 80008 | Lecture | Waitlisted | **Web Droppe | ed** 🔻 | F | |
| Accounting Informati | ACCT 385 | 3 | 80049 | Lecture | Registered | None | * | F | |
| < | | | | | | | | > ~ | |
| Total Hours Registered: 3 Billing: 3 CEU: 0 Min: 0 Max: 21 | | | | | | | | | |
| Submit | | | | | | | | | |

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

| Summary | | | _ | | _ | | | 1-01 |
|---------------------------|---------------------|-----------|-------------|---------------|------------|--------|--------|------|
| Title | Details | Hour | CRN | Schedule Type | Status | Action | | ^ |
| Business Decision | OMGT 322 | 0 | 80008 | Lecture | Deleted | None | * | F |
| Accounting Informati | ACCT 385 | 3 | 80049 | Lecture | Registered | None | * | F |
| < | | | | | | | | > ~ |
| Total Hours Registered: | 3 Billing: 3 Cl | EU: 0 M | lin: 0 Ma | x: 21 | | | | |
| | | | | | | | Submit | |