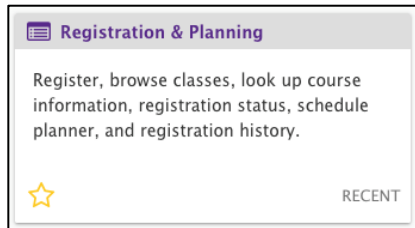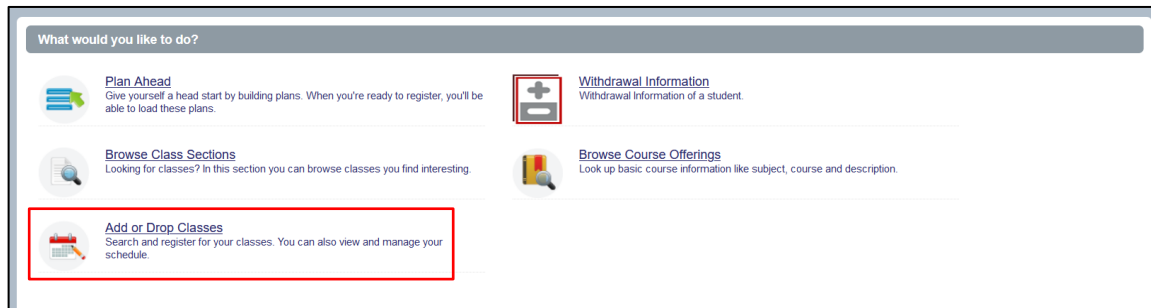# How to remove a wait list class for a student in Registration & Planning
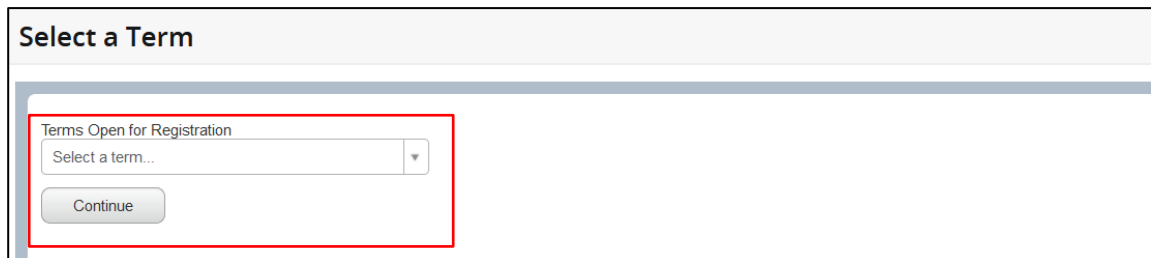
1. Log into PiratePort.

2. Click the Registration and Planning Card in PiratePort.

   Registration & Planning

   Register, browse classes, look up course information, registration status, schedule planner, and registration history.

   ☆   RECENT

3. Click on Add or Drop Classes.

   What would you like to do?

   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.

   Browse Class Sections
   Looking for classes? In this section you can browse classes you find interesting.

   Browse Course Offerings
   Look 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 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   ▼   by   ● ID   ○ 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.

8. Click Submit.

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