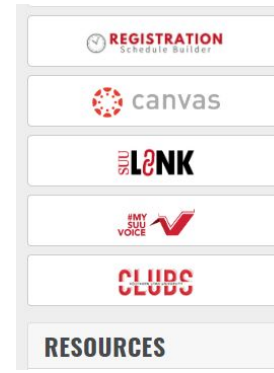
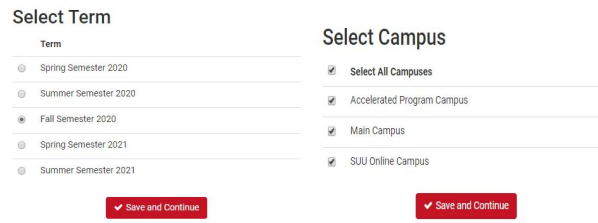


**How to add myself to a waitlist**

To access the schedule planning tool, visit the student portal, and click the link to launch



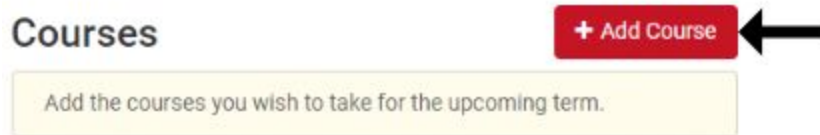
Choose the term and campus to reflect scheduling preferences



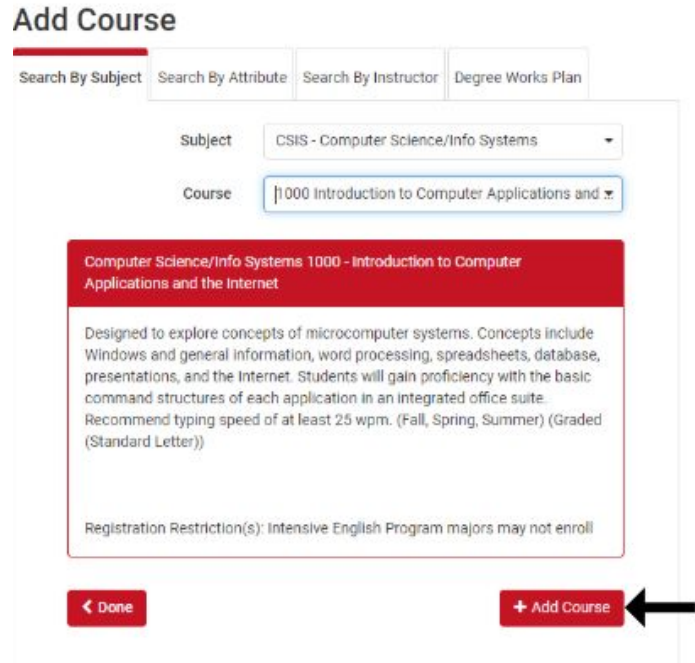
Make sure All Classes is selected under the Course Status



Click "Add Course"



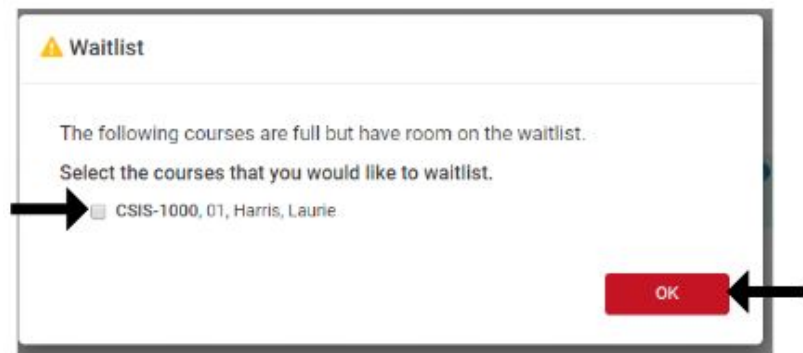
Select the desired course and click "Add Course"



Add the course to your shopping cart and click "Register"



You will receive a waitlist message. Select the course that you would like to waitlist and click OK



You are now added to the waitlist and will receive an email if a spot opens. Simply follow instructions in the email. If you need further assistance, don't hesitate to contact the registrar's office