**Instructions to Add to a Waitlist Using MyRecords**

1. Enter the course CRNs in MyRecords (Path: MyClasses/MyRegistration/Add or Drop Classes).

2. If you receive the Registration Add Error 'Closed-Waitlisted' click on the drop down arrow next to 'None' and select **WAITLIST-NOT ENROLLED**, then click 'Submit Changes'.

- Both these classes are closed so students may not enroll but COM 371 has a waitlist available, COM 111 does not have a waitlist.
- Click the arrow, select WAITLIST-NOT ENROLLED

Be sure to click Submit Changes or you will not be added to the waitlist!
3. Continue enrolling in classes.

** Only select courses have a waitlist option. The Department Chairperson, Asst. Dean, or Dean decides which courses will have a waitlist.

When the course appears on Current Schedule, you have successfully added to the course waitlist.

Note that MyRecords does not show credit hours for waitlisted courses.