# Central Washington University
WAITLIST

WHAT IS THE WAITLIST FOR?

- The waitlist is a tool that allows you to "get in line" for a spot in classes that are listed as full during open registration.

THINGS THE WAITLIST CAN'T DO:

- The waitlist will not allow you to hold a spot in a course you are already enrolled in. For example, if you're enrolled in English 101 with Professor Wildcat but you really want English 101 with Professor Wellington so you put yourself on the waitlist for Professor Wellington's class, the waitlist sees that you are already enrolled in a section of English 101, so it automatically bypasses you.

- The waitlist will not enroll you in classes that will put you over 18 total credits for the quarter (overload status). This requires prior authorization through your advisor.

- The waitlist will not enroll you in classes if you have holds, past-due balances, unmet advising requirements, or have not met the pre-requisites for the class.

- The waitlist only runs until the *third* day of classes each quarter. If you have not gotten into the class you were on the waitlist for by the morning of the third day, you'll want to look for an alternative option.

HOW DO I ADD MY NAME TO THE WAITLIST?
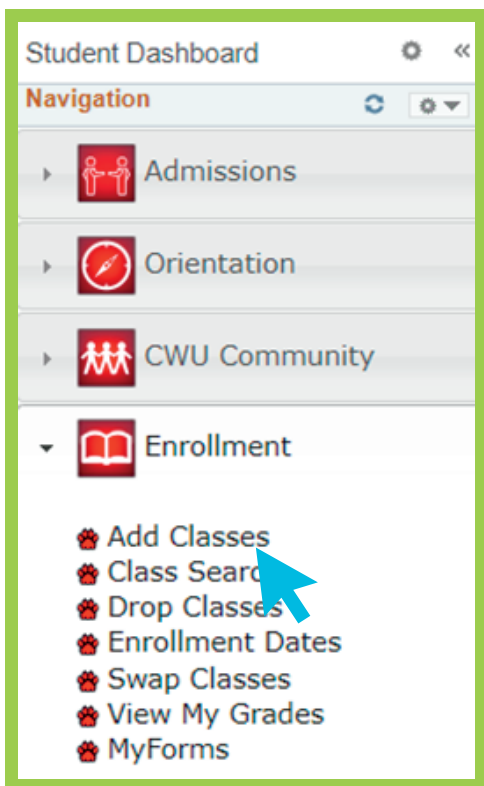
1. Go to your Student Dashboard in MyCWU, click on the Enrollment drop-down menu, and select Add Classes

2. Select the term you are enrolling for

3. Search for the class(es) you want to enroll in

4. Select the class; note the yellow triangle showing that the class is full and has a wait list

5. Select the option "Waitlist if class is full," then click Next

6. The class should now show up in your shopping cart; click Proceed to Step 2 of 3

7. You will see a summary of your class shopping cart; click Finish Enrollment

8. You'll receive a confirmation message along with your position on the waitlist