**Waitlisting Process Guide**

Below is a step-by-step guide on how to view all classes (including classes that have waitlists) and to place yourself on a waitlist.

1. View all classes (including classes that have waitlists) and to place yourself on a waitlist.

   In CaneLink, click on the Student Center link on the Home page. From the Student Center click on Enroll.

   ![CaneLink Student Center](image1)

   Enter the Course Subject, or you can click *select subject* if you are unsure.

   Enter the Course Number, or change the drop down to *Contains* and enter part of the Course Number. Unclick “Show Open Classes Only”

   ![CaneLink Search Criteria](image2)
Then click Search.

You will see these results.
Scroll down on this page to see the information about the class. If you wish to place yourself on a waitlist you need to click on the select class button above the class information:
Select the ‘Wait list if class is full’ check box.

And then click the ‘Next’ button.
The waitlisted class will be first added to your shopping cart – to proceed to be added to the waitlist click on the ‘Proceed to Step 2 of 3’ button:

To finish adding yourself to waitlist click ‘Finish Enrolling’:
After clicking ‘Finish Enrolling’ you are placed on the waitlist and you will see this message. When space opens in the class, the system will automatically place you into the class.

Then to view your class schedule, click My Class Schedule.
When you view your class schedule your waitlisted class(es) will appear on your schedule with the text of ‘waiting’ under the status – along with the Waitlist Position (here it shows as ‘3’):

Change My Class Schedule at top from List View to Weekly Calendar View and see your Waitlist Class(es) have the status of Waiting.