Steps to Add Course From a Waitlist:

1. **Login to BearWeb. Select “Student Academic Services”, then “Registration” and then Select “Registration + Planning”**

2. **Click “Register for Classes”**

3. **Select appropriate term and click “Continue”**
3. **Search for a class by adding the subject and course number, then click “Search”**

![Image of class search interface]

4. **If a course has no seats available, it will say full under “Status”. Continue and select “Add” to add the course to your Summary**

**Note: Adding a course to the Summary section DOES NOT add you to the waitlist. You must continue to the next step.**

![Image of course search results and summary interface]
5. Once course is added to Summary, it will be listed as “Pending” under ‘Status’. Select “Web Registered” under ‘Action’ and click “Submit”.

6. If a course is closed, after clicking “Submit”, the following error will be received. Continue to next step to add yourself to the waitlist.

7. To be added to the waitlist, select the drop-down options under “Actions” in the Summary section, select “Waitlisted” and then click “Submit”. Clicking submit will add the student to the waitlist.

**Note: Continue to the next page to find out how to view your waitlist position.**
Steps to View Your Waitlist Position

1. **Select “Schedule Details”**

   ![Schedule Details Image]

2. To view your waitlist position, expand the selection by clicking the drop down arrow. Your position on the waitlist will be next to the words “Waitlist Position”.

   ![Waitlist Position Image]