Waitlist Procedure for Students

Go to: “Student” tab in Leesne Gateway

- Click on “‘Add or Drop Classes” under Registration Tools
Under “Registration Term,” select the current term

Under “Add Classes Worksheet,” put in the course reference number (CRN) of the course you want to register for and click submit changes.
• If the course is full, you will get a message indicating the course section is closed and the waitlist is open. You will also be notified of how many students are already on the waitlist.

• To be added to the waitlist select “Wait Listed” under the action code and click submit changes.
- Your current schedule will reflect the course(s) where you are wait listed.