How to Place Your Name on a Wait List

Please note that any registration restrictions that apply to a class also apply to that class's wait list. Therefore, students who do not meet the registration criteria for a class also do not meet the criteria to wait list for the class.

Eligible students who want to add their names to the wait list should follow these instructions:

1. Use the Schedule of Classes link or the Look Up Classes link in MyDUSIS to determine the course registration number (CRN) of the course in which you are interested.

2. Log in to Blueview.

3. Click the MyDUSIS icon in the upper right.

4. In the MyDUSIS window, click the Student Services & Financial Aid tab.

5. Click the Registration link.

6. Click the Register or Add/Drop Classes link.

7. Click the appropriate term.

8. In the Add Classes Worksheet area on the bottom of the next page, enter the CRN of the course to which you would like to be wait-listed and click the Submit Changes button.

9. The page will refresh. The system will think that you are trying to register for the course, but it will not let you if the course is full. Therefore, it will return a registration error message that indicates that your attempt to add the class was unsuccessful. The next steps will work only when an online wait list has been enabled for the course.

10. In the Action pull-down menu to the right of the CRN, select the "Wait Listed" option and click the Submit Changes button.

11. The page will refresh. If there is room on the wait list and you meet all registration criteria for the course, your registration status will be displayed as "Wait Listed" followed by the date.
How to Add a Class From a Wait List

Please note that these instructions will work only for students who have received an email indicating a seat has become available for them and only if their deadline to claim the seat has not expired.

**Wait-listed students who have received an email notification of an available seat should follow these instructions.**

1. Log in to Blueview.
2. Click the MyDUSIS icon in the upper right.
3. In the MyDUSIS window, click the Student Services & Financial Aid tab.
4. Click the Registration link.
5. Click the Register or Add/Drop Classes link.
6. Click the appropriate term.
7. From the pull-down menu next to the wait-listed class you'd like to add, choose Registered via Web and click the Submit Changes button.
8. The page will refresh. Your registration status will be displayed as "Registered via Web" followed by the date.