Registering for a Waitlisted Class after Receiving the E-mail

- If you are currently registered for a waitlisted class, you will see the following on the Add or Drop Classes page of your Self-Service Banner with only the option to Web Drop:

<table>
<thead>
<tr>
<th>Waitlist</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Title</th>
<th>Sec</th>
<th>0.000</th>
<th>1.003</th>
<th>1.203</th>
<th>1.303</th>
<th>Final Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Web Drop</td>
<td>10134</td>
<td>PSYC</td>
<td>3404</td>
<td>02</td>
<td>Undergraduate</td>
<td>0.000</td>
<td>1:35 pm</td>
<td>2:40 pm</td>
<td>MWR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TBA</td>
<td>Traditional</td>
<td>Final Exam</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- When you are next in line and a spot opens up in the class, you will receive the following e-mail notification:

  Dear Name,
  A space is now available in the following course in which you are currently waitlisted:
  **Course Title, Subject Code**
  CRN: ******
  You have 24 hours from the time below to register for this course. If you do not register in this time period you will be removed from the waitlist.
  **Date Time**
  
  Sincerely,
  Office of the University Registrar, 120HA Northeastern University
  360 Huntington Avenue
  Boston, MA 02115
  Telephone # 617-373-2300

- At this time, you should login to your myNortheastern (https://my.northeastern.edu/). Choose Services & Links:
  - Click Course Registration from the Registrar Services box
  - Choose Add or Drop Classes
  - Select the appropriate term and click Submit

- Under the Action column, drop the menu next to the CRN you can now register for:
  - Choose Web Registered
  - Click Submit Changes at the bottom of the page

  You are now registered for the waitlisted class.

**DO NOT DROP THE CLASS AND TRY TO RE-REGISTER, IT WILL TAKE YOU OFF OF THE WAITLIST!!**