Waitlisting a Class Instructions

Step 1 Sign into My OHIO Student Center to enroll in classes.

Select Enroll in the Academics section of the Student Center.

Select the appropriate term and select Continue. [CONTINUE]
Note: This step is not needed if you are only eligible to enroll in one term.

Step 2 Enter the Class Number you looked up in Course Offerings and select Enter. [enter]

Step 3 If the class has a yellow triangle, the class is waitlist only. To add yourself to the waitlist, checkmark the box next to Wait list if class is full. Then select Next.

Step 4 This will move the class to your shopping cart. Repeat the steps if necessary for your other classes.

Note: If the class is already in your shopping cart, select on the class link to add yourself to the waitlist by check marking the wait list if class is full box.

[Proceed to Step 2 of 3]

Once all classes are in the shopping cart, select Proceed to Step 2 of 3.

Step 8 Read and agree to Financial Agreements by Selecting on the link OHIO University Financial Agreement.

Read the agreement and select I agree to proceed with registration. [I Agree]

Step 9 Finish Enrolling

Select Finish Enrolling to submit your classes. [FINISH ENROLLING]

Step 10 View results

For each class, you will see a status that indicates if you successfully added or if there is an error. With the waitlist class, the message will indicate your position on the waitlist.

3. View results

View the following status report for enrollment confirmations and errors

Spring Semester 2022-23 | Undergraduate | Ohio University

✔ Success: enrolled	✖ Error: unable to add class

Class	Message	Status
ACCT 1005	**Message:** Class 3327 is full. You have been placed on the wait list in position number 1.	✔

My Class Schedule   Add Another Class

If you have questions about the registration process, please call 740.593.4495, or email registration@ohio.edu. If you have technical questions about the system or the Web page is not working, please call 740.593.1222 or email servicedesk@ohio.edu.