Waitlisting a Class Instructions

**Step 1** Sign in to My OHIO Student Center to Enroll in Classes.

Click Enroll in the Academics section of the Student Center.

Select the appropriate term and click [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 click [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 click 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, click on the class link to add yourself to the waitlist by check marking the wait list if class is full box.

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

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

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

**Step 9** Finish Enrolling
Click Finish Enrolling to submit your classes.

**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.

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3. View results

View the following status report for enrollment confirmations and errors

![Status Report Example]

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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.