

## 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

Add Classes

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring Semester 2022-23 | Undergraduate | Ohio University

Change Term

Open Closed Wait List

Add to Cart

Spring Semester 2022-23 Shopping Cart

Your enrollment shopping cart is empty.

Enter Class Nbr

33271 Enter

Find Classes

Class Search Search Schedule Planner

**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.

### 1. Select classes to add - Enrollment Preferences

Spring Semester 2022-23 | Undergraduate | Ohio University  
ACCT 1005 - Accounting for Bus Activities

#### Class Preferences

ACCT 1005-100 Lecture Wait List

Session Regular Academic Session

Career Undergraduate

#### Enrollment Information

- Not COB major and Warning: No credit for this course if taken after ACCT 1010

Wait List  Wait list if class is full

Permission Nbr

Grading A-F

Units 3.00

Cancel

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.

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

Proceed to Step 2 of 3

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

OHIO University Financial Agreement

CANCEL PREVIOUS FINISH ENROLLING

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

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## 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

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 Success: enrolled		 Error: unable to add class	
Class	Message	Status	
ACCT 1005	<b>Message:</b> Class 3327 is full. You have been placed on the wait list in position number 1.		

[My Class Schedule](#)   [Add Another Class](#)

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If you have questions about the registration process, please call 740.593.4495, or email [registration@ohio.edu](mailto: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](mailto:servicedesk@ohio.edu).