Registering for a Waitlisted Class

Joining a Waitlist for a Class

1. Log in to myWentworth and click on **Registration** (under the **Student** tab).
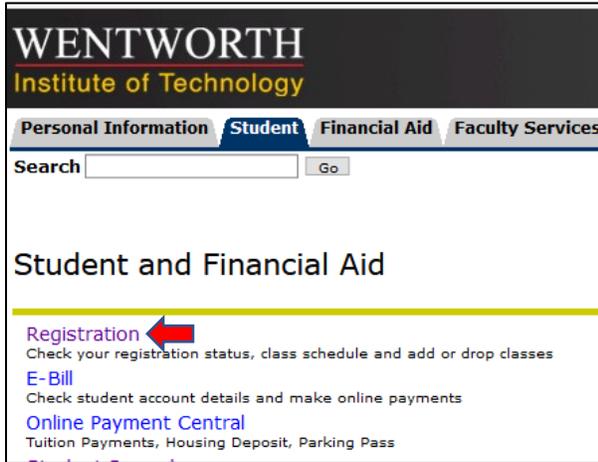
2. From the Registration menu that appears, select **Add or Drop Classes**.
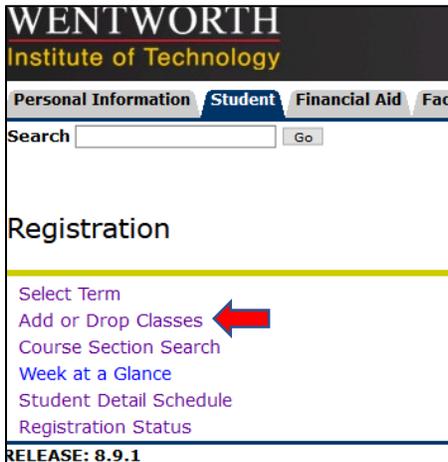
3. On the **Select Term** screen that appears next, use the **Search by Term:** drop-down menu to select the correct registration term and click **Submit**.
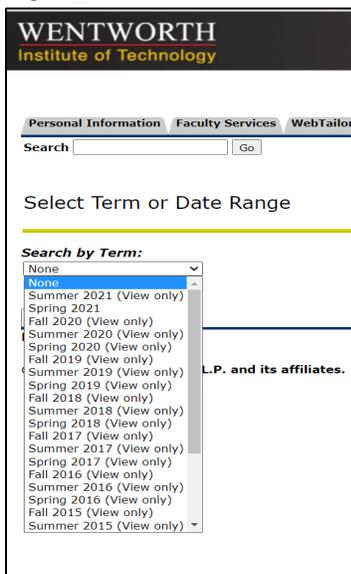
4. Click on a Subject from the **Subject:** menu to search the courses for that subject. Click **Class Search** to review the sections offered.

5. If the desired class has a waitlist, there will be a number other than 0 in the **WL Cap** column.
   a. **WL Cap** = Waitlist Cap (how many total spots on the waitlist)
   b. **WL Act** = Waitlist Actual (how many students are currently on the waitlist)
   c. **WL Rem** = Waitlist Remaining (how many spots are currently available on the waitlist)
      If there is a 0 in the WL CAP column, the class does not have a waitlist.

6. To join the waitlist for the class, click the **Add to Worksheet** button at the bottom of the screen.

7. On the next screen, enter the 5-digit **CRN** of the class section in one of the boxes and click **Submit Changes**.

Add Classes Worksheet

CRNs

32119			

Submit Changes	Class Search	Reset

8. In the **Action** column, select **Waitlisted** from the drop-down menu.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Feb 25, 2021	None	32108	ECON	4102	05	Undergraduate	4.000	Standard Letter	PRINCIPLES OF ECONOMICS

Total Credit Hours: 4.000
Billing Hours: 4.000
Minimum Hours: 0.000
Maximum Hours: 20.000
Date: Mar 01, 2021 01:02 pm

⊗ **Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	None	32119	PSYC	4552	02	Undergraduate	4.000	Standard Letter	INDUSTRIAL ORGANIZATION PSYCHOLOGY
	None								
	Waitlisted								

Add Classes Worksheet

9. Click the **Submit Changes** button to be added to the waitlist.

⊗ **Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	Waitlisted	32119	PSYC	4552	02	Undergraduate	4.000	Standard Letter	INDUSTRIAL ORGANIZATION PS

Add Classes Worksheet

CRNs

Submit Changes	Class Search	Reset

10. The class will now show on your schedule as **"Waitlisted."** Waitlisted courses are displayed with '0' credit hours until you are notified via email that a seat has become available and you take action to register for the course.

💬 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-dov

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Feb 25, 2021	None	32108	ECON	4102	05	Undergraduate	4.000	Standard Letter	PRINCIPLES OF ECONO
Waitlisted on Mar 01, 2021	None	32119	PSYC	4552	02	Undergraduate	0.000	Standard Letter	INDUSTRIAL ORGANIZA

Total Credit Hours: 4.000
Billing Hours: 4.000
Minimum Hours: 0.000
Maximum Hours: 20.000
Date: Mar 01, 2021 01:03 pm

Registering for a Waitlisted Class after receiving a Waitlist Notification email

11. If a seat becomes available in the waitlisted class, the first student on the waitlist will receive an email notification similar to the one below:

Subject: Waitlist Notification for 32308

Dear (Student name)
A space is now available in the following course in which you are currently waitlisted: CRN 32308 . ECON 4102 . PRINCIPLES OF ECONOMICS .
You have 24 hours from the time below to register for this course. 02-MAR-2021 03:45 PM
If you do not register in this time period you will be removed from the waitlist: 03-MAR-2021 03:45 PM .
Visit https://leopardweb.wit.edu/ to complete your registration.
Sincerely,
Office of the Registrar

12. Once you receive the email notification, you will have 24 hours to add yourself to the class or drop yourself from the waitlist if you no longer want to be registered for the class.
   No exceptions will be granted if you miss the 24-hour registration window; it is your responsibility to check your Wentworth email and take action to register for the waitlisted class before the deadline.

13. When viewing your schedule in LeopardWeb, review your classes and take one of the following two actions:
   a. **To register for the class:** In the Action column, use the drop-down menu to select **Web Registered**
      to register for the class and then click **Submit Changes**.

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Mar 02, 2021	None	32590	MGMT	3650	01	Undergraduate	4.000	Standard Letter	BUSINESS LAW
Waitlisted on Mar 02, 2021	None	32308	ECON	4102	02	Undergraduate	0.000	Standard Letter	PRINCIPLES OF
	None								
	Web DROP								
	Web Registered								

Total Credit Hours: 4.000
Billing Hours: 4.000
Minimum Hours: 0.000
Maximum Hours: 20.000
Date: Mar 03, 2021 12:14 pm

Add Classes Worksheet

   b. **To remove yourself from the waitlist:** if you no longer wish to be registered for the class, select **Web DROP** from the same menu, then click **Submit Changes**.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Feb 25, 2021	None	32108	ECON	4102	05	Undergraduate	4.000	Standard Letter	PRINCIPLES OF ECONOMICS
Waitlisted on Mar 01, 2021	None	32119	PSYC	4552	02	Undergraduate	0.000	Standard Letter	INDUSTRIAL ORGANIZATION PSYCHOLOGY
	None								
	Web DROP								

Total Credit Hours: 4.000
Billing Hours: 4.000
Minimum Hours: 0.000
Maximum Hours: 20.000
Date: Mar 01, 2021 01:03 pm

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes] [Class Search] [Reset]

14. If you successfully registered for the class from the waitlist, it would appear on your schedule with a **Web Registered** status.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Mar 02, 2021	None	32590	MGMT	3650	01	Undergraduate	4.000	Standard Letter	BUSINESS LAW
Web Registered on Mar 03, 2021	None	32308	ECON	4102	02	Undergraduate	4.000	Standard Letter	PRINCIPLES OF ECONOMICS

Current Schedule

15. If you dropped the class, it will no longer appear on your schedule.

16. If you encounter a registration error when attempting to register for a waitlisted class within your 24-hour registration window, immediately email to the Registrar's Office (Registrar@wit.edu) with a screenshot of the error message and your WIT ID.