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.
   - **WL Cap** = Waitlist Cap (how many total spots on the waitlist)
   - **WL Act** = Waitlist Actual (how many students are currently on the waitlist)
   - **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**.

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

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

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.
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 32306

Dear [Student Name],

A space is now available in the following course in which you are currently waitlisted: CRN 32306, 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.wentworth.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](image1)

   ![Add Classes Worksheet](image2)

   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.

   ![Add Classes Worksheet](image3)
14. If you successfully registered for the class from the waitlist, it would appear on your schedule with a **Web Registered** status.

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> on Mar 02, 2021</td>
<td>None</td>
<td>32590</td>
<td>MGMT</td>
<td>3650</td>
<td>01</td>
<td>UG</td>
<td>4.00</td>
<td>Standard</td>
<td>BUSINESS LAW</td>
</tr>
<tr>
<td><strong>Web Registered</strong> on Mar 03, 2021</td>
<td>None</td>
<td>32308</td>
<td>ECON</td>
<td>4102</td>
<td>02</td>
<td>UG</td>
<td>4.00</td>
<td>Standard</td>
<td>PRINCIPLES OF ECONOMICS</td>
</tr>
</tbody>
</table>

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.