

1. Log in to myWentworth and click on the **LeopardWeb** tile



2. Click on **Registration and Planning**

- [Student Profile](#)
- [Registration and Planning](#)
- [View Grades](#)
- [Graduation Application](#)
- [Degree Evaluation](#)
- [Unofficial Transcript](#)
- [NSC Enrollment Verification for Current Students](#)
- [NSC Alumni MyHub](#)
- [FERPA Authorization Form](#)
- [Financial Aid](#)
- [Tuition Account Information](#)
- [Manage Your Refund Preferences](#)
- [1098-T Forms](#)
- [My Action Items](#)

3. Click on **Register for Classes**

What would you like to do?

- [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.
- [Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.
- [Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.
- [View Registration Information](#)
View your past schedules and your ungraded classes.
- [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

4. Select the **Term** you are registering for and enter the **Alternate Pin** if required. Students can request **Alternative Pin** from **Student Success Advisor** or **Program Advisor**.

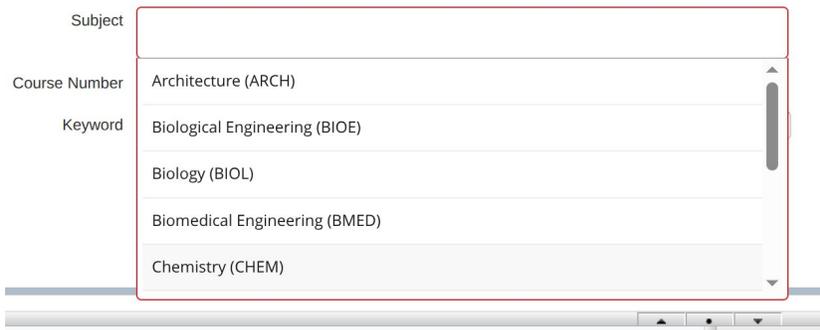
Terms Open for Registration

Terms Open for Registration

Alternate PIN*

Continue

- Click on a Subject from the **Subject:** menu to search the courses for that subject. Click **Search** to review the sections offered.



- If the class has a waitlist, the number of available waitlist seats will appear directly below the “seats remaining” for the section. If the class does not have a waitlist, no additional information will appear beneath the “seats remaining” line.

Title	Subject Description	Course N	Section	Hour	CRN	Term	Meeting Times	Campus	Status	Schedule Type	P	L	Add
INDUSTRIAL ORGANIZATI...	Psychology (PSYC)	4552	01	4	29257	Spring 2026	S M T W T F S 05:15 PM - 07:...		15 of 25 seats remain. 5 of 5 waitlist seats remain...	Lecture (LEC)			Add
INDUSTRIAL ORGANIZATI...	Psychology (PSYC)	4552	02	4	29258	Spring 2026	S M T W T F S 08:00 AM - 09:...	Wentworth...	10 of 25 seats remain. 5 of 5 waitlist seats remain.	Lecture (LEC)			Add
INDUSTRIAL ORGANIZATI...	Psychology (PSYC)	4552	03	4	29259	Spring 2026	S M T W T F S 03:00 PM - 04:...	Wentworth...	17 of 25 seats remain. 5 of 5 waitlist seats remain...	Lecture (LEC)			Add
INDUSTRIAL ORGANIZATI...	Psychology (PSYC)	4552	04	4	29260	Spring 2026	S M T W T F S 05:15 PM - 07:...	Wentworth...	6 of 25 seats remain. 5 of 5 waitlist seats remain...	Lecture (LEC)			Add

- To join the waitlist for the class:
 - Find the newly added class under **Summary**

Summary						
Title	Details	Hour	CRN	Schedule Type	Status	Action
<u>CALCULUS 2A</u>	MATH 187...	2	29919	Lecture (LEC)	Pending	**Web Registered**
<u>CALCULUS 2A</u>	MATH 187...	2	28748	Lecture (LEC)	Registered	**Web Registered**
<u>CALCULUS 2B</u>	MATH 187...	2	28764	Lecture (LEC)	Registered	Remove
<u>COMPUTER ORGA...</u>	COMP 120...	4	28843	Lecture (LEC)	Registered	Waitlisted

- Click the dropdown in the **Action** column and select **Waitlisted**

Summary						
Title	Details	Hour	CRN	Schedule Type	Status	Action
<u>CALCULUS 2A</u>	MATH 187...	2	29919	Lecture (LEC)	Pending	Waitlisted

- Submit** the summary when you are finished

8. 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.

9. 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 29224

Dear (Student Name),

A space is now available in the following course in which you are currently waitlisted: CRN 29224, ENGL 2200, English II. You have 48 hours from the time below to register for this course, 19-November-2025, 03:45PM. If you do not register in the time period, you will be received from the waitlist: 21-November-2025, 03:45PM.

Visit <http://selfservice.wit.edu/> to complete your registration.

Sincerely,
Office of the Registrar

10. Once you receive the email notification, you will have 48 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 48-hour registration window; it is your responsibility to check your Wentworth email and take action to register for the waitlisted class before the deadline.

11. 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 under the **Summary**, use the drop-down menu to select ****Web Registered**** to register for the class and then click **Submit Changes**.

Summary						
Title	Details	Hour	CRN	Schedule Type	Status	Action
<u>ENGLISH II</u>	ENGL 2200...	4	29200	Lecture (LEC)	Pending	**Web Registered** **Web Registered** Remove Waitlisted
<u>CALCULUS 2A</u>	MATH 187...	2	28748	Lecture (LEC)	Registered	
<u>CALCULUS 2B</u>	MATH 187...	2	28764	Lecture (LEC)	Registered	
<u>COMPUTER ORGA...</u>	COMP 120...	4	28843	Lecture (LEC)	Registered	

- 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**.

Summary						
Title	Details	Hour	CRN	Schedule Type	Status	Action
CALCULUS 2A	MATH 187...	2	28748	Lecture (LEC)	Registered	None
CALCULUS 2B	MATH 187...	2	28764	Lecture (LEC)	Registered	None
COMPUTER ORGA...	COMP 120...	4	28843	Lecture (LEC)	Registered	Web DROP

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

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

14. If you encounter a registration error when attempting to register for a waitlisted class within your 48-hour registration window, immediately email to the Registrar's Office (Registrar@wit.edu) with a screenshot of the error message and your WIT ID.