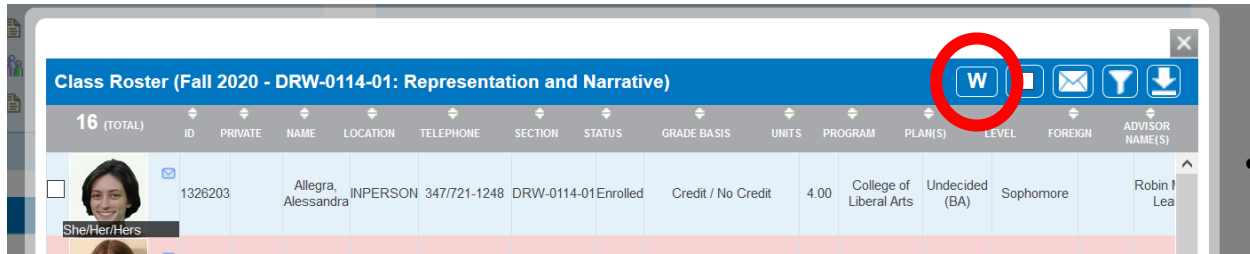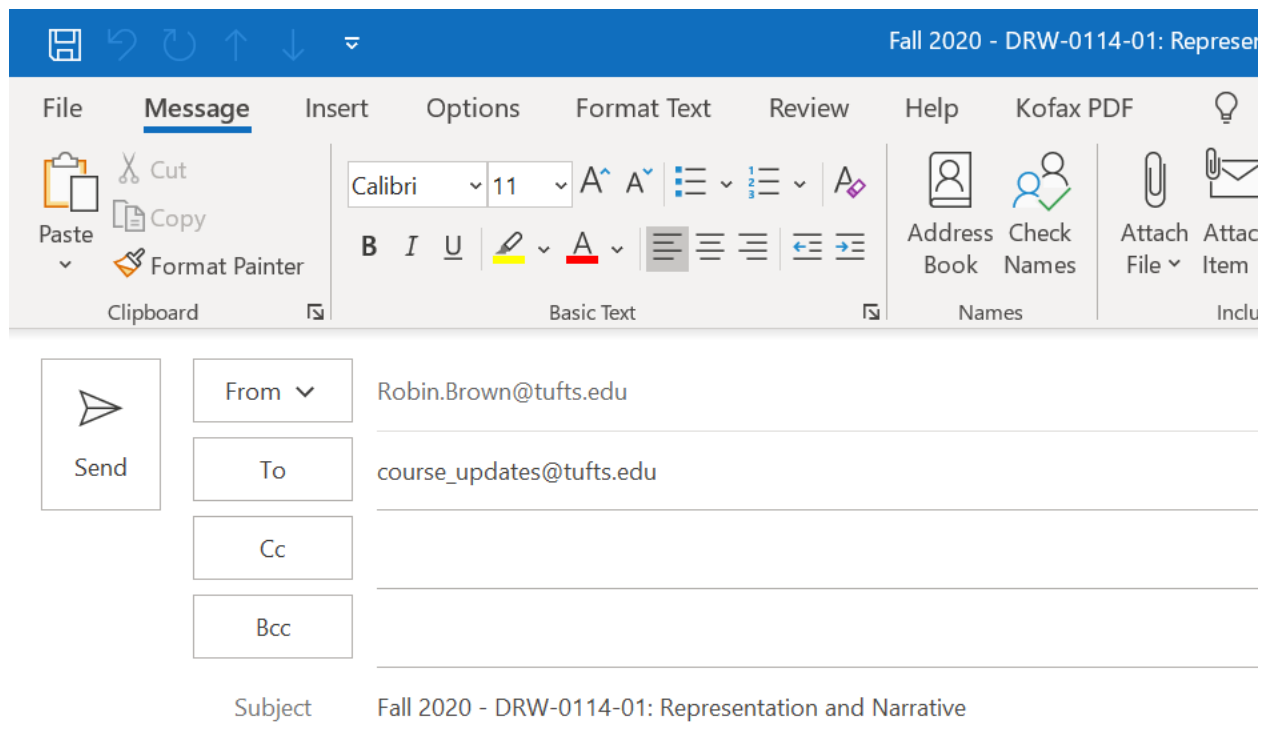**Enrolling Your Class Waitlist**

1. On the class roster, click the W icon.

2. This will generate an email to the Office of the Registrar.
   a. Change details as needed. For example, some ask to enroll the entire waitlist but elect to leave the waitlist open.
   b. You may not select certain students on the waitlist to enroll using this feature; to enroll select students, please use the permissions feature.

3. Hit send. Your request will be processed as soon as possible; usually within one to two business days. For urgent requests, please note this in the subject line of the email.