Registering for a Waitlisted Class after Receiving Email Notification That an Opening is Available

- If you are on the waitlist for a class, you will see the following on the Add or Drop Classes page of your Self-Service Banner with only the option to Web Drop:

- If an opening becomes available for you, you will receive the following email notification:

  Dear Name,
  
  A space is now available in the following course in which you are currently waitlisted:
  
  Course Title, Subject Code
  CRN# ******
  
  You have 24 hours from the time below to register for this course. If you do not register in this time period you will be removed from the waitlist.
  
  Date Time
  
  Sincerely,
  
  Office of the University Registrar, 120HA Northeastern University
  360 Huntington Avenue
  Boston, MA 02115
  Telephone # 617-373-2300

- At this time, you should login to your myNEU (myneu.neu.edu). Then, under the Self-Service tab:
  - Click Course Registration
  - Choose Add or Drop Classes
  - Select the appropriate term and click Submit

(continued next page)
Under the Action column, drop the menu next to the CRN you can now register for:

- Choose Web Registered
- Click Submit Changes at the bottom of the page—this will register you for the waitlisted class

You are now registered for the waitlisted class.

Do NOT drop the class and try to reregister!
That will take you off the waitlist!!!