How to Waitlist a Class: Step by Step Guide

1. Login to GWeb and select Registration Menu → Click “Register, Drop and/or Add Classes

2. You will see the screen below with your current schedule. At the bottom of the page under “Add Classes Worksheet”, enter the course CRN (example: 84500 for DefensePol&ProgAnalysis)
3. Press submit. The “Registration Add Error” will pop up and say: This course is closed, but a waitlist is available. To add yourself to the waitlist, select “waitlisted” from the dropdown menu and click “Submit changes”. Under action, select waitlisted from the dropdown menu as shown.
4. When you press submit, your schedule will appear and you will see “Waitlisted” next to the course/ CRN that you have entered.

5. Once you have been waitlisted, you should wait for a notification in your GW Mail notifying you that there is an available spot in the course. It will be reserved for you for 24 hours. If you do not take action within those 24 hours, you will have to sign up for the waitlist again and repeat the process.