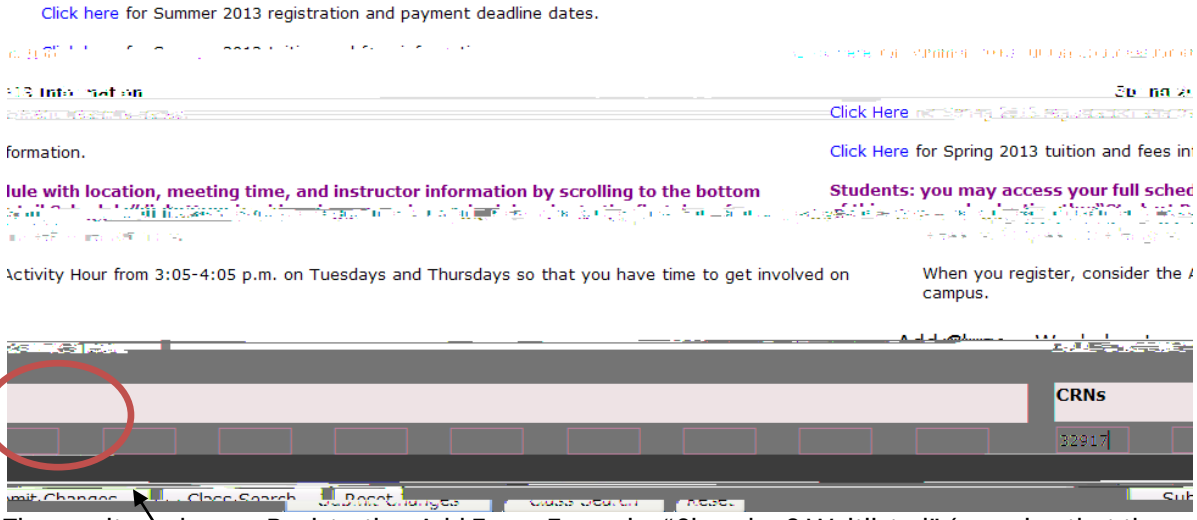
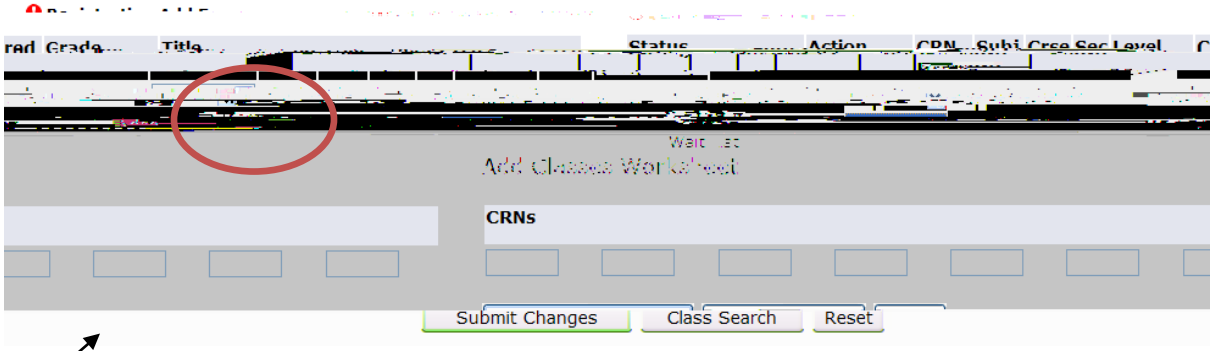
Waitlisting for Students

How to add yourself to a waitlist:

If the class you are trying to register for is full, and has an open waitlist, you can log into NEIUport, and select: CURRENT STUDENT > REGISTRATION. ADD OR DROP CLASSES > REGISTRATION TERM. Add the CRN and click the SUBMIT CHANGES button, as you would for adding any other course.



The result produces a Registration Add Error: Example: “Closed - -2 Waitlisted” (meaning that the course is full, and there are 2 students on the waitlist) or “Open – Reserved for Wait List” (meaning that there is an open seat but it is reserved for a waitlisted student who is at the top of the wait list).
In the Action box, click on the drop-down menu, and select “Waitlisted”, and click the SUBMIT CHANGES button. NOTE: If you leave the action box as None, you will NOT be added to the waitlist.



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