**How to Confirm Registration in Class After Moving From Waitlist**

If you are currently on a waitlist, and you receive a message indicating a space has opened in the class, you have 48 hours to take the following action:

1. Log into Portal
2. Click on Add/Drop Courses Button
3. Select the class in question
4. On the Action Button, select Web Register

Registering for a course after it has begun and you are on the waitlist:

1. Log into Portal
2. Click on Add/Drop Courses Button
3. Select Term and click on submit button
4. Select the class in question
5. On the Action Button, select DROP for the class you are waitlisted and then the submit button.

6. Next select Add/Drop Courses Button
7. Enter the section number
8. Fill in your 4 digit Add Code when prompted.