How to Waitlist for a Class:

Note: Do not use these directions if you are wanting to swap a currently enrolled course for a waitlisted course if it should become available. Instead use the How to Swap an enrolled class with a waitlist class instructions.

- Log in to Galaxy and go to ‘Register Add Drop’ under your Orion Self-Service.

- Select the ‘Manage Classes’ Tile.

- Select ‘Add a Class’.
• Select the term and click ‘Continue’.

• If you know the class number, enter the number and click on ‘enter.’ If you do not know the class number, you can click on search. Uncheck the box for ‘Show Open Classes Only’ so that wait listed courses will appear in your search.
• Select the class you want to waitlist for

• When selecting the course, check the ‘Wait list if class is full’ box and then click on ‘Next’

• If you want to swap a class in your current schedule with the class you are waitlisting for, if you are able to get enrolled in the waitlisted class, make note of the class nbr and follow the How to Swap an enrolled class with a waitlist class instructions. Otherwise, click on ‘Proceed to Step 2 of 3’ after you have added all the classes you want to waitlist for (below).
- Confirm your classes and if correct click on ‘Finish Enrolling’

You will be notified that you have been placed on the waitlist and what your position number is in line. You will also be notified if there is an error(s) that is preventing enrollment from the waitlisted class, such as a Hold.