

## How to Add Yourself to the Waitlist of a Closed Class

If a class is closed due to the capacity limit, students can place themselves on the waitlist, which offers the opportunity to register once an open seat is available.

To add yourself to a class waitlist:

1) Log into your NEIUport, <https://www.neiu.edu/neiuport>



2) From the NEIUport login page, enter your username and password, then click “Continue.”

WSO<sub>2</sub> IDENTITY SERVER

### Sign In

Forgot [Username](#) or [Password](#) ?

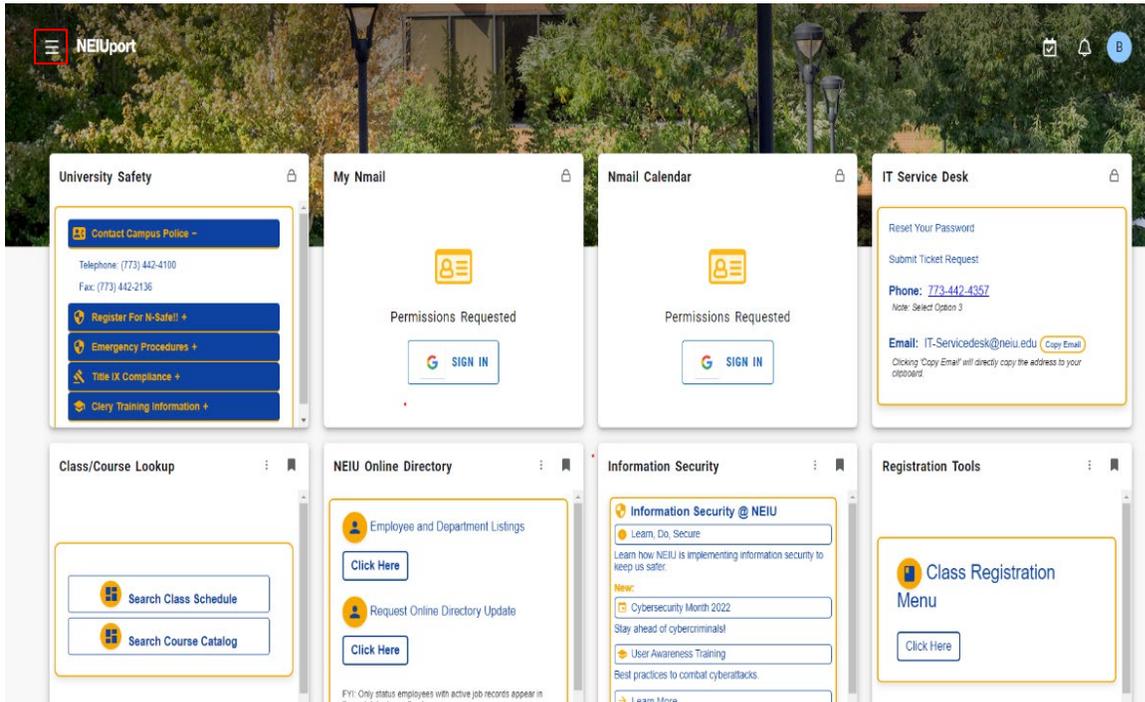
Remember me on this computer

After a successful sign in, we use a cookie in your browser to track your session. You can refer our [Cookie Policy](#) for more details.

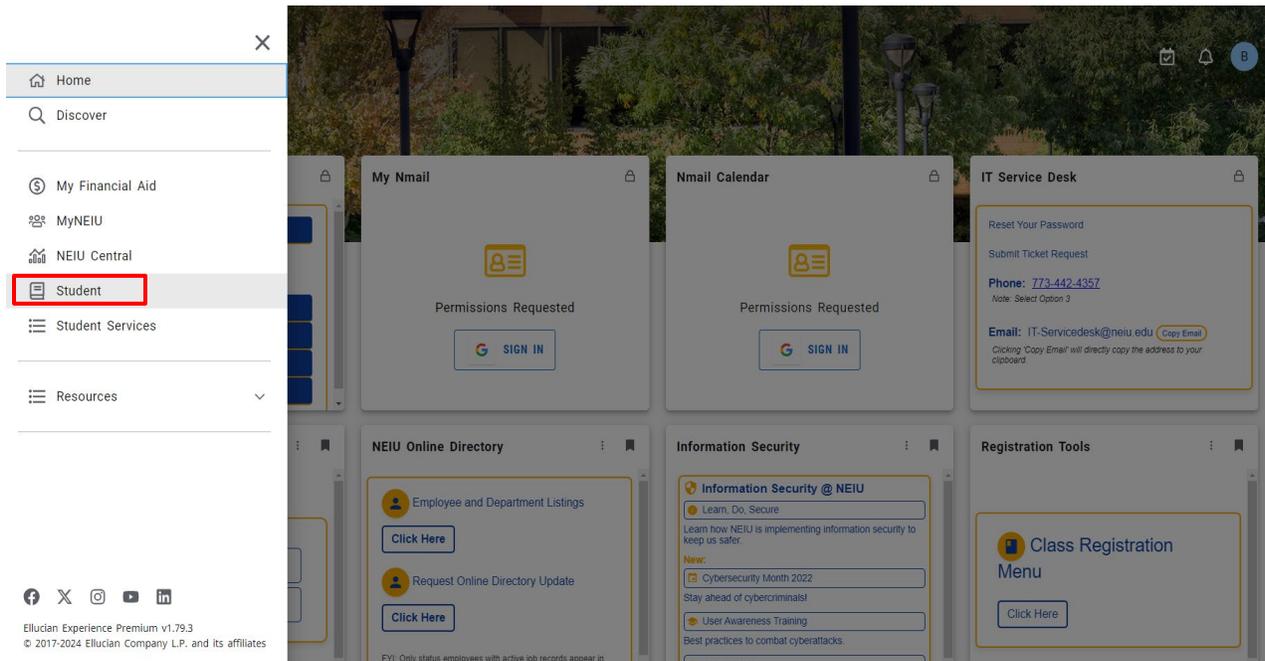
By signing in, you agree to our [Privacy Policy](#)

[create.account](#)

3) On the “Student” homepage, navigate to the upper left corner and click on the main menu icon.



4) A menu of options will appear. Select “Student.”



5) Locate your “Registration Tools” card, and select “Click Here.”

NEUport Student

Find cards SORT BY Recommended

student classes academic catalog class course catalog schedule schedule of classes transcripts academic calendar advising advisors

**Classes**  
Last updated Oct 1, 2024 2:51 PM  
Fall 2024  
ECON 215 Principles Of Macroeconomics  
7:00 PM - 6:00 PM

**Registration Tools**  
Class Registration Menu  
Click Here

**Class Schedule**  
Last updated Oct 1, 2024 2:35 PM  
October 2024 Today  
Sun 29 Mon 30 Tue 1 Wed 2 Thu 3 Fri 4 Sat 5  
No Classes Today  
Enjoy your day!

**Transcripts**  
Request Official Transcripts  
Click Here  
View Unofficial Transcripts  
Click Here

6) Select the term, and then click “Submit Term.”

**Northeastern**  
ILLINOIS UNIVERSITY

To register for courses, you must accept the terms of this agreement. If you do not want to accept this agreement, click on the exit button, however; you will not be able to enroll in courses. NEIU does not cancel your registration for non-payment. Instead, we ask that you review and accept this Financial Agreement document, linked below. It is important that you are familiar with the terms of this document and that you understand NEIU will not cancel your classes for non-payment. To review the dates for dropping classes and the associated credit/refund percentages please see the online Schedule of Classes.

Select Term \*

Submit Term

7) On the “Registration” page, select “Register for Classes.”

@ ellucian

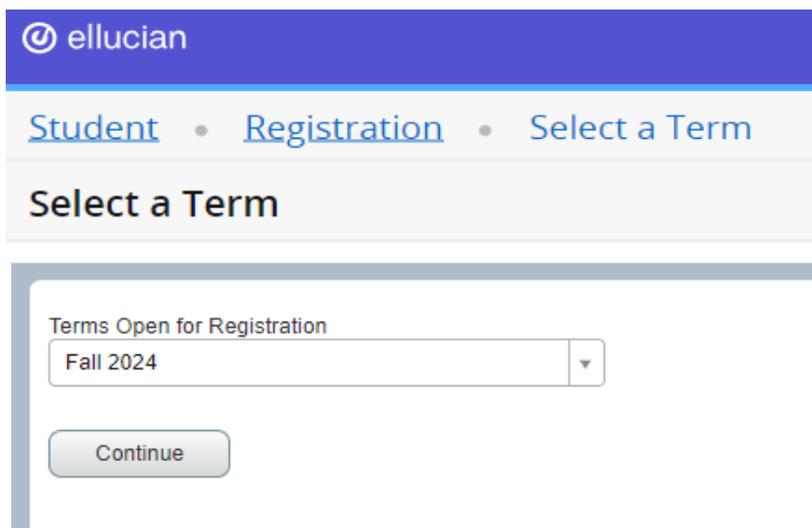
Student • Registration

Registration

What would you like to do?

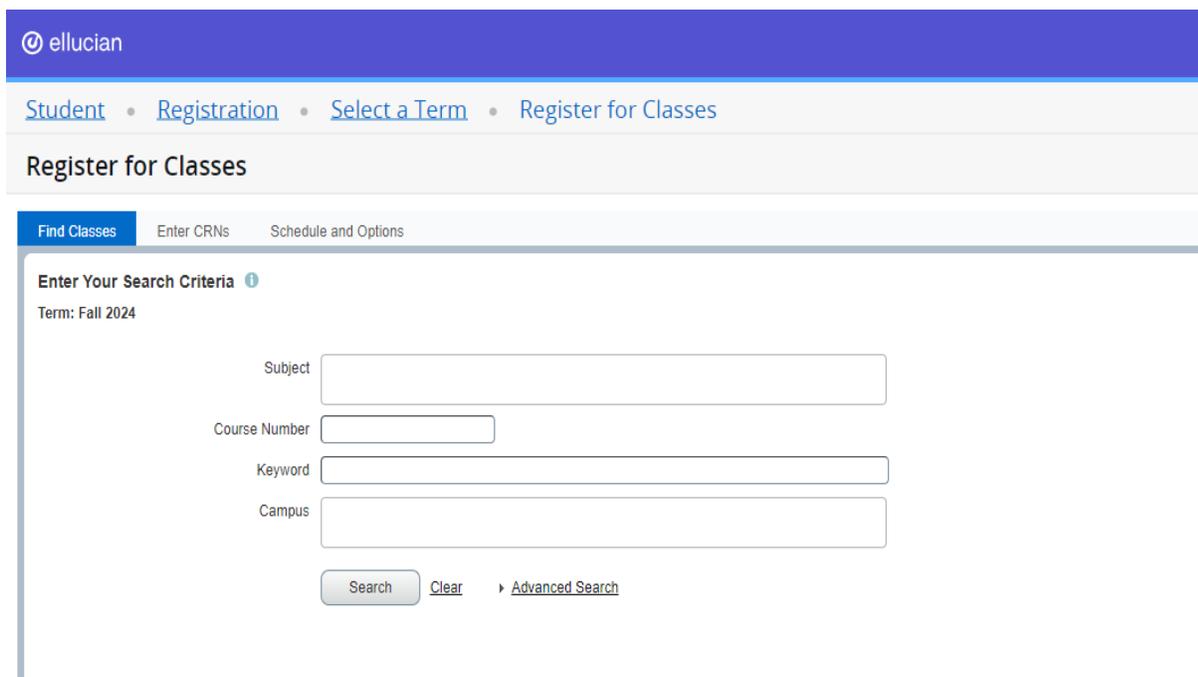
- Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.
- Browse Classes**  
Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**  
View your past schedules and your ungraded classes.
- Browse Course Catalog**  
Look up basic course information like subject, course and description.

8) Select the term for registration and click “Continue.”



The screenshot shows the ellucian website interface. At the top, there is a blue header with the ellucian logo. Below the header, a breadcrumb trail reads: Student • Registration • Select a Term. The main heading is "Select a Term". Underneath, there is a section titled "Terms Open for Registration" with a dropdown menu currently set to "Fall 2024". A "Continue" button is located below the dropdown.

9) On the “Find Classes” tab, in the “Search Criteria” block, enter the desired class you would like to take. When finished, Click “Search.”



The screenshot shows the ellucian website interface for finding classes. The breadcrumb trail is: Student • Registration • Select a Term • Register for Classes. The main heading is "Register for Classes". Below this, there are three tabs: "Find Classes" (which is active), "Enter CRNs", and "Schedule and Options". Under the "Find Classes" tab, there is a section titled "Enter Your Search Criteria" with a sub-heading "Term: Fall 2024". There are four input fields: "Subject", "Course Number", "Keyword", and "Campus". At the bottom of the search criteria section, there are three buttons: "Search", "Clear", and "Advanced Search".

**\*\* If the class is “Full,” students can place themselves on the waitlist in anticipation of a seat becoming available. \*\***

10) Click on the “Add” button of a “Full” class, and the class will be moved to the Summary section.

## Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 12 Classes  
Term: Fall 2024 | Subject: Anthropology

Title	Department	CRN	Section	CRN	Term	Instructor	Schedule	Time	Class Type	Building	Room	Status	Waitlist	Prerequisites	Action
Introduction To Archaeology Lecture	Anthropology	213	2	3	19992	Fall 2...	Haegeman, Jon (Primary)	S   M   T   W   T   F   S	09:25 AM - 10:40 AM	Class	Main ...	27 of 40 seats re...	20 of 20 waitlist s...	Social/Behavioral Sci (Gen Ed)	Add
Human Origins And Adaptations Online	Anthropology	215	1	3	19234	Fall 2...	Davis, Lesa (Primary)	S   M   T   W   T   F   S	-	Type: Class	Building: None	F	Full: 0 of 2... 19 of 20 wait...	Natural Sciences (Gen Ed)	Add
Human Origins And Adaptations Online	Anthropology	215	2	3	40496	Fall 2...	Davis, Lesa (Primary)	S   M   T   W   T   F   S	-	Type: Class	Building: None	F	Full: 0 of 2... 19 of 20 wait...	Natural Sciences (Gen Ed)	Add
Primates Of The World Online	Anthropology	282	1	3	40460	Fall 2...	Melone, Maire (Primary)	S   M   T   W   T   F   S	-	Type: Class	Building: None	F	1 of 25 seats re... 20 of 20 waitlist s...	Natural Sciences (Gen Ed)	Add
Primates Of The World Online	Anthropology	282	2	3	40637	Fall 2...	Melone, Maire (Primary)	S   M   T   W   T   F   S	-	Type: Class	Building: None	F	11 of 25 seats re... 20 of 20 waitlist s...	Natural Sciences (Gen Ed)	Add

**11) In the Summary section, click on the dropdown arrow under “Action,” and select “Wait List.”**

Summary | Tuition and Fees

Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Human Origins And Adaptations</a>	ANTH 215, 1	3	19234	Online	Pending	**Web Registered** Remove <b>Wait List</b>
<a href="#">Primates Of The World</a>	ANTH 282, 2	3	40637	Online	Registered	**Web Registered** Remove Wait List

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

**Submit**

**12) Click on Submit. The status of the class will change to “Waitlist.”**

**Note:** When a seat becomes available in a waitlisted class, a notification is automatically sent to your NEIU email account. This email lets you know that a seat has become available in the waitlisted class, and that you need to register for the class before the stated deadline (Date/Time), or the seat will be offered to another student.

### Steps to take once you received the notification:

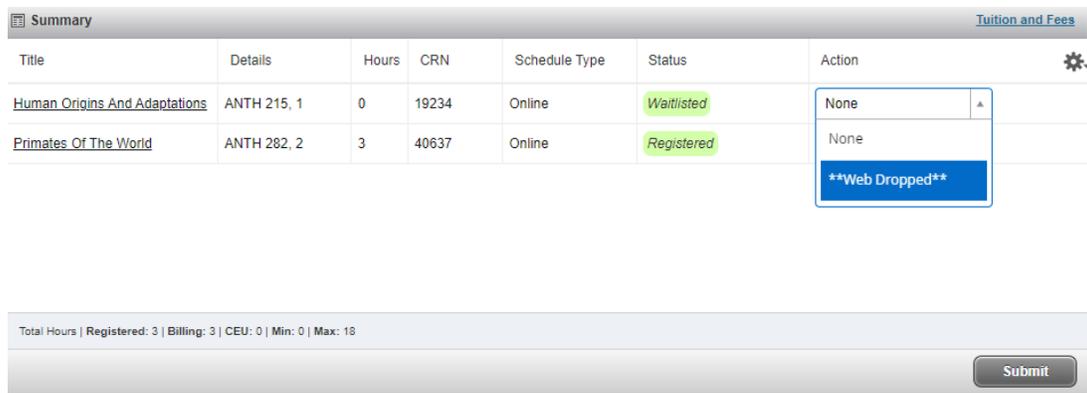
1. Log into NEIUport within the 48-hour timeframe.

2. Find the waitlisted class on your schedule by performing the steps above.
3. Select “*Web Registered*”, from the drop-down menu.
4. Click on the “**Submit Changes**” button to register for the open seat.

**Please note:** Adding a waitlisted course is not an active Registration and will not count towards your credit or billed hours for the term.

## How to Remove Yourself from a Waitlist

- 1) In the Summary section, click on the drop-down option under Action, and select “**Web Dropped.**” Then, click on Submit.

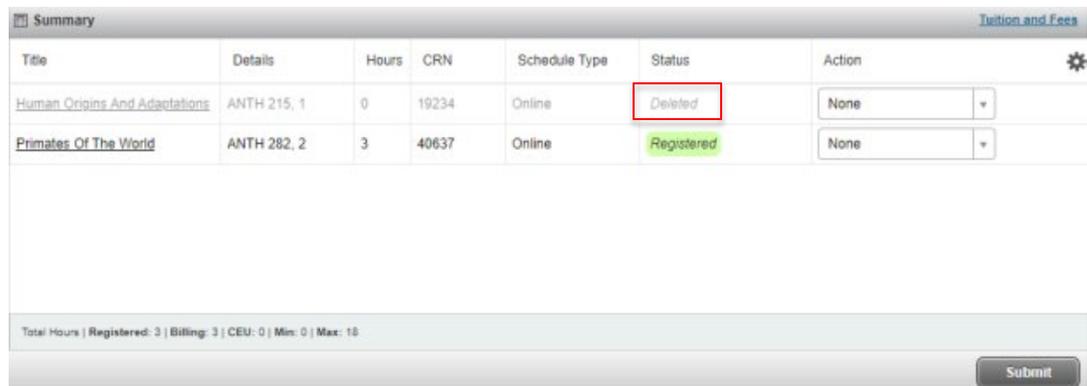


Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	
<a href="#">Human Origins And Adaptations</a>	ANTH 215, 1	0	19234	Online	Waitlisted	None	
<a href="#">Primates Of The World</a>	ANTH 282, 2	3	40637	Online	Registered	None	

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

**Submit**

- 2) After clicking Submit, the “Status” column for that class will reflect “Deleted.”



Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	
<a href="#">Human Origins And Adaptations</a>	ANTH 215, 1	0	19234	Online	Deleted	None	
<a href="#">Primates Of The World</a>	ANTH 282, 2	3	40637	Online	Registered	None	

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

**Submit**