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 <u>NEIUport</u> login page, enter your username and password, then click "Continue."**

3) On the "Student" homepage, navigate to the upper left corner and click on the main menu icon.
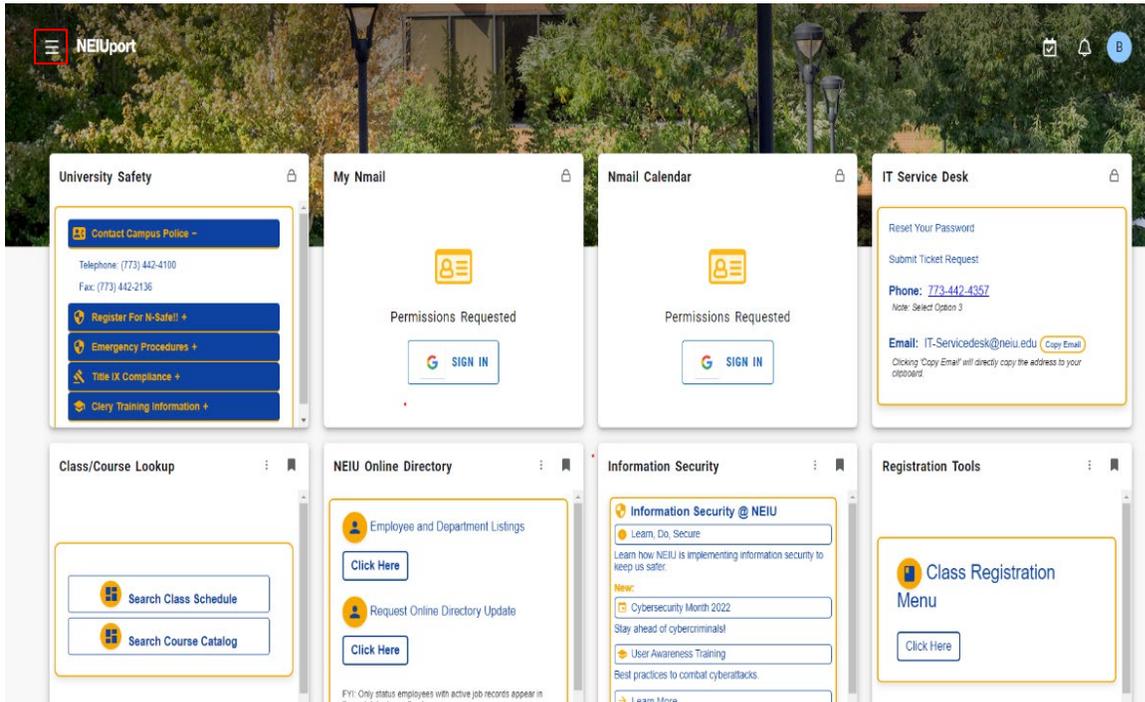
4) A menu of options will appear. Select "Student."
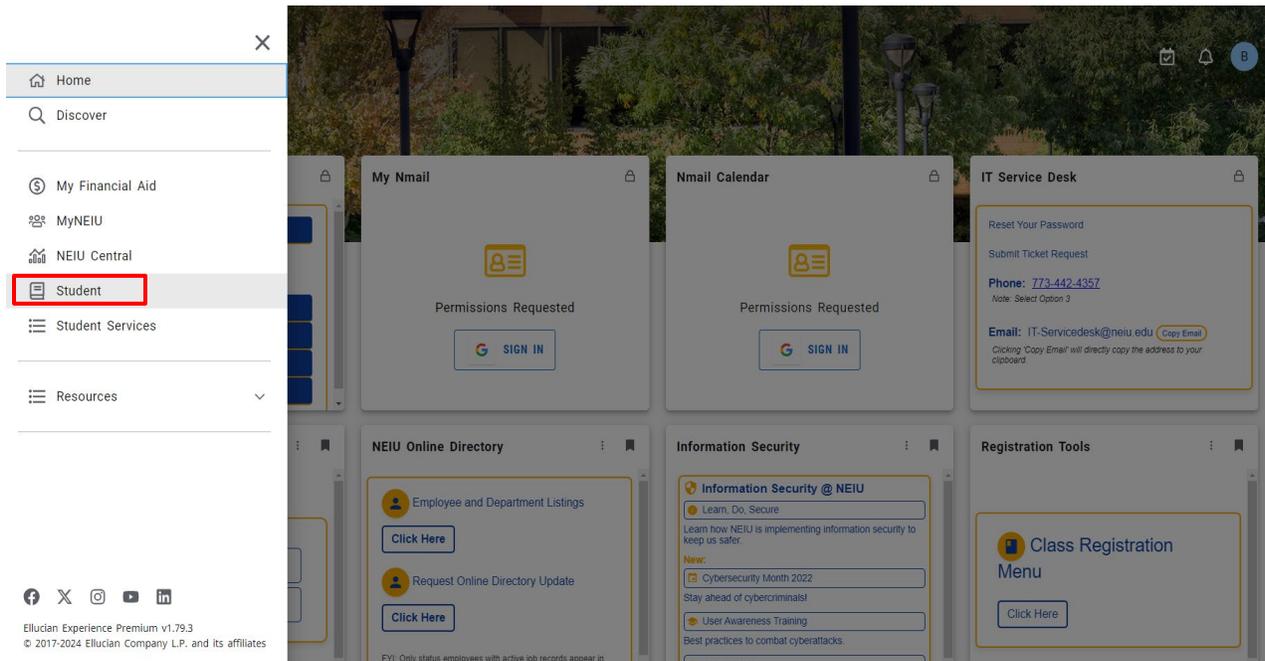
5) Locate your "Registration Tools" card, and select "Click Here."

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

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."
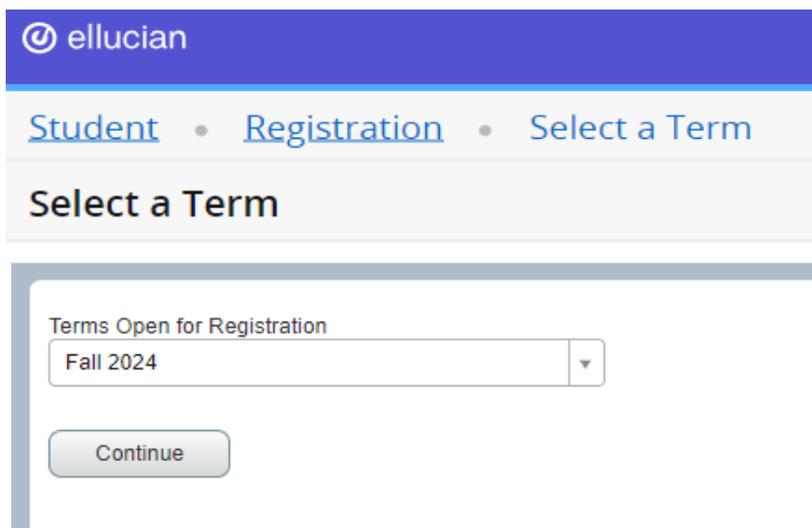

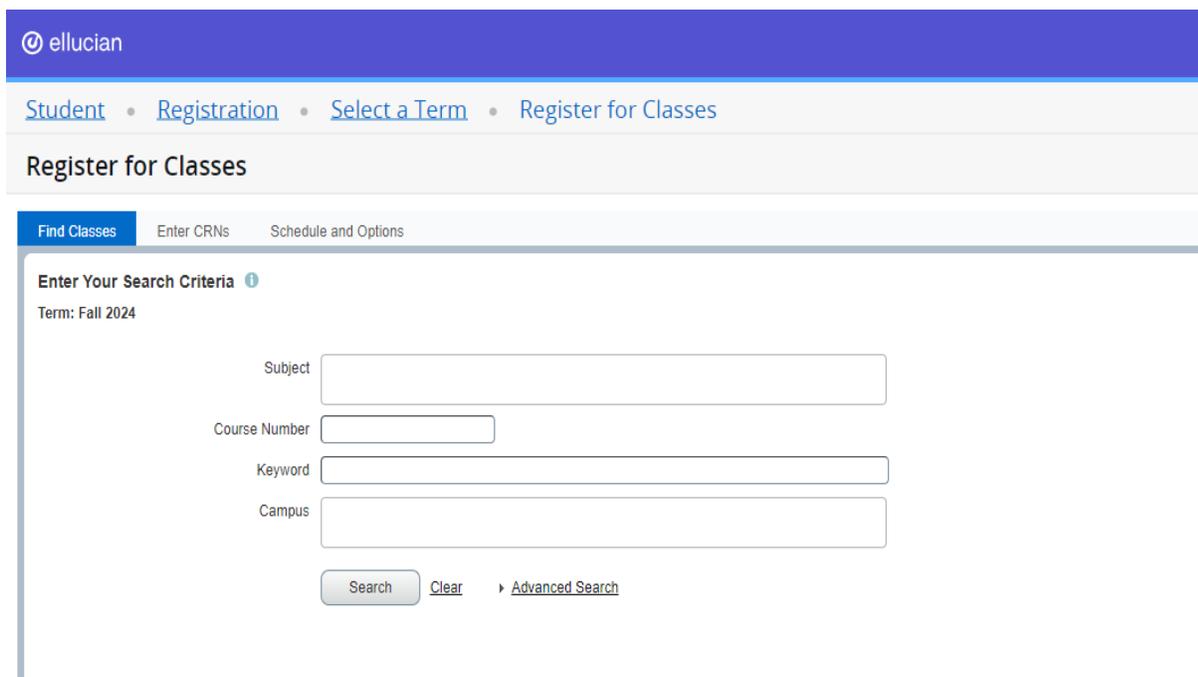Student • Registration

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."

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

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

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.

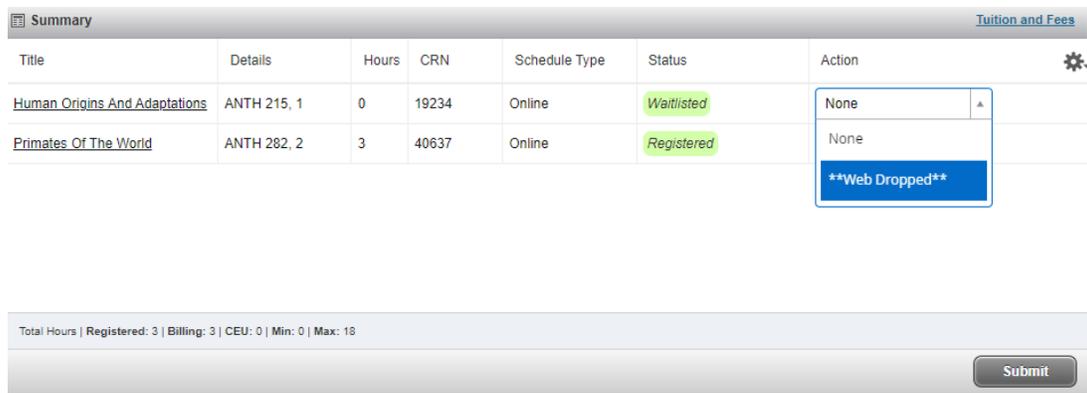**Steps to take once you received the notification:**

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.**
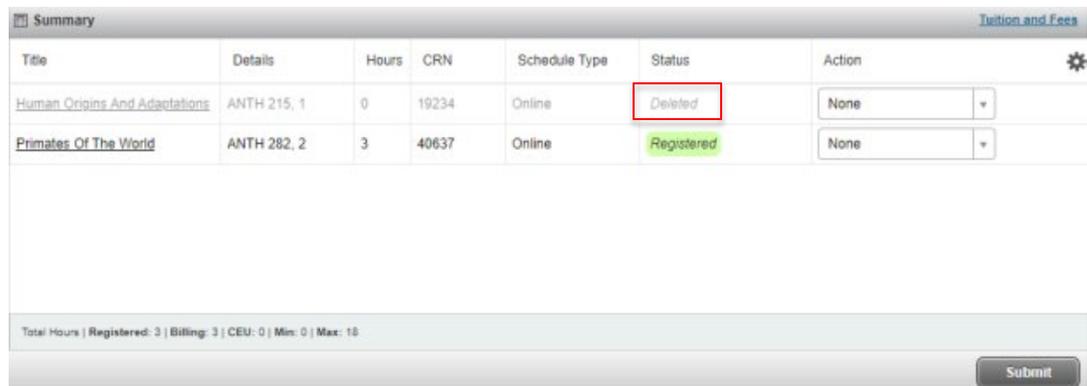
2) **After clicking Submit, the "Status" column for that class will reflect "Deleted."**