If you are currently registered for a waitlisted class, you will see the following on the Add or Drop Classes page of your Self-Service Banner with only the option to Web Drop:

![Waitlist](image)

When you are next in line and a spot opens up in the class, you will receive the following e-mail notification:

Dear Name,

A space is now available in the following course in which you are currently waitlisted:

Course Title, Subject Code
CRN# *****

You have 24 hours from the time below to register for this course. If you do not register in this time period you will be removed from the waitlist.

Date Time
Sincerely,
Office of the University Registrar, 120HA Northeastern University
360 Huntington Avenue
Boston, MA 02115
Telephone # 617-373-2300

At this time, you should login to your myNEU; under the Self-Service tab:

- Click Course Registration
- Choose Add or Drop Classes
- Select the appropriate term and click Submit

![Login](image)

Under the Action column, drop the menu next to the CRN you can now register for:

- Choose Web Registered
- Click Submit Changes at the bottom of the page

You are now registered for the waitlisted class.
**NOTE** Do not drop the class and try to re-register – it will take you off the waitlist!