How to Join a Waitlist

1. Go to your Add/Drop page in the Course Registration Section of your MyNEU account.
2. Enter the CRN directly into the worksheet (see below) and click ‘Submit Changes’.
3. Select Waitlist from the drop down menu and then click ‘Submit Changes’.
4. You will now show as waitlisted for that course. If a spot becomes available, you will receive an email from the Registrar telling you that you have 24 hours to claim that spot. To claim the spot, return to your Add/Drop page and select “Add” from the Action drop down.

Please note that you are not enrolled in the class if you are on the waitlist.