How to Add a Course from the Wait List

Most class sections, when full, have the option of an automated wait list.

PART ONE:

To add your name to a wait list, please follow the instructions below:

1. Log into myHancock
2. The Student screen defaults for students; if not click on menu, and click on Students
3. Click on Registration/ Add/Drop/ Search under the Registration heading
4. Select a Term and Submit
5. Enter the CRN of the full class and click on Submit Changes
6. You will receive a registration add error
7. Under Status, you will see the class is closed and the number of students currently on wait list status
8. In the Action box, click on the drop down arrow and select Wait Listed and click on Submit Changes
9. Review your current schedule – status should say Wait Listed
10. If correct, click on Finalize Registration
11. You do NOT pay any fees associated with a course in which you are in wait listed status
12. To view your wait listed position:
   While still logged into myHancock
   Go back to the student page
   Click on My Waitlist Position under the registration heading
   View the course, the date you went on the wait list, and the waitlisted position

PART TWO:

Once you are waitlisted, it is your responsibility to check your myHancock email account at least once daily.

Log into myHancock and Click on the email icon.

1. If space becomes available before the first class meeting of the course, you will receive a notification that room has become available in the course.
2. You only have 24 hours from when the email was sent to add the course.
3. Should you not add the course within the 24 hour time frame, your name will automatically be removed from the wait list

**Students receive a myHancock email account when the officially register in a course. If you have not yet been issued a myHancock email account, the email will be sent to the email address you provided when you applied for admission. If you have updated your personal email address via the registration program or with Admissions and Records, the email will be sent to the new address if you have not been issued a myHancock email. Opt in for texting to receive wait list notifications by clicking on the Texts and Emergency Alerts Icon.**

Instructions Continue:
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PART THREE:

To add a course in which you have received notification you must act within the 24 hour time frame. These instructions are valid before the course begins:

1. Log into myHancock

2. The Student screen defaults for students; if not click on menu, and click on Students

3. Click on Registration/ Add/Drop/ Search under the Registration heading

4. Select a Term and Submit

   1. Find the course located in your current schedule – do NOT enter the CRN
   2. In the action box located next to the course, select Register Via Web and click on Submit Changes
   3. Review your current schedule – status should say Registered Via Web
   4. If correct, click on Finalize Registration
   5. Submit all fees associated within the allotted time frame
   6. Failure to pay fees will result in a drop for failure to pay and you will not automatically be added to the wait list again.
   7. If you missed the 24 hour window, you are removed from the wait list. The only option is to add yourself back to the wait list if room permits.

PART FOUR:

To accommodate course which have a later start date, email notification is not turned off once the semester begins. If you receive the email notification AFTER the course has begun, you must obtain an add authorization code from the instructor. Add codes are not valid until the first day of class.