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. Click on the Student Tab
3. Click on Registration/ Add/Drop/ Search Classes in the My Registration Channel
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 list position:
   While still logged into myHancock
   Click on the Student Tab
   Click on My Waitlist Position in the My Registration Channel
   View the course, the date you added to the wait list, and the wait list number

PART TWO:

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

1. Log into myHancock and Click on the email icon.
2. 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.
3. You only have 24 hours from when the email was sent to you to add the course.
4. Should you not add the course within the 24 hour time frame, your name will automatically be removed from the wait list and a notification will be send via email.

Instructions Continue
How to Add a Course from the Wait List

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. Click on the Student Tab
3. Click on Registration/ Add/Drop/Search Classes in the My Registration Channel
4. Select a Term and Submit
5. Find the course located in your current schedule – do NOT enter the CRN
6. In the action box located next to the course, select Register Via Web and click on Submit Changes
7. Review your current schedule – status should say Registered Via Web
8. If correct, click on Finalize Registration and proceed to pay fees
9. Submit all fees associated within the allotted time frame
10. 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.

PART FOUR:

To accommodate courses 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.