Hofstra Online Waitlist Option

• What is a waitlist?
This registration feature allows you to place yourself on a waitlist for some closed courses. Please note that this option will not be available for all closed classes. It is at the discretion of the academic department to decide whether or not they will offer a waitlist option.

• How will I know a course has a waitlist?
On the “Look-Up Classes to add” screen of the Hofstra Online system, there will be a number listed under the “WL Cap” column. This will indicate how many waitlist spaces there are in total and the “WL Rem” column will tell you how many spaces are currently available.

• What do I do to add myself to a waitlist?
If the course you want is closed and does have a waitlist option available, please follow these instructions:
  1. Note the CRN#. (It’s the five digit number located to the left of the subject and course information.)
  2. Go to the “Add/Drop Classes “ page and enter the CRN# in the “Add Classes Worksheet”. Click the Submit Changes button.
  3. The class will first come up with an error message of “CLOSED – WAITLISTED”. The Action box is defaulted to “Waitlist”. Click the Submit Changes button.

• How will I know when/if a space becomes available?
The academic department will contact you via your pride email account**. At that time, you will have 24 hours to process your registration into the class. The steps are listed below.

• Once I am notified that I may register, what do I do?
  1. Log onto the Hofstra Portal and select the Hofstra Online tab.
  2. Click the Registration link for the registration menu options.
  3. Select the “Add/Drop Classes” pages and select the term for registration.
  4. The waitlist class will appear with a drop-down menu – Select “Web/Drop” and then click the Submit Changes button.
  5. Scroll down and re-enter the CRN# in the “Add Classes Worksheet”. Click the Submit Changes button.
  6. The course should now appear as “**Web Registered**”

NOTES:
• **Waitlist status does not mean you are registered for the class nor does it guarantee that you will be.**
• The order in which students will be selected from the waitlist and invited to register for the course will be at the discretion of the academic department.
• **It is your responsibility to check your pride account frequently. Your 24 hour allowance begins at the point of notification.**