# MINNESOTA STATE UNIVERSITY MANKATO

## How to Add Yourself to a Waitlist on E-Services



How to Add Yourself to a Waitlist

VIDEO

Big ideas. Real-world thinking.

PSEO students will find when they register that some classes are full.  This is quite normal.  Students will have the option to add themselves to a waitlist if a class is full for the potential opportunity of a seat opening.

This video/guide will explain how students can add themselves to a waitlist on e-services.

# How to Add Yourself to a Waitlist on E-Services

**Instructions:** click the pencil icon under the title *waitlist*.



| Add | Equivalent | Waitlist | ID # | Subj▲ | # | Sec | Title |
|---|---|---|---|---|---|---|---|
| ⊕ | 🔍 | ✎ | 000722 | CMST | 100 | 03 | **Fundamentals of Communication** |

***Notes:***
- Students should monitor their MSU email **daily**. They will receive an email notification if a seat in the class opens up. Students will have 24 hours to register for the course. If they do not register in 24 hours, the seat will open-up to the next person on the waitlist.
- Not all classes have the waitlist option. You will need to hover your mouse over the waitlist icon, it will indicate if it is a waitlist course.