How to wait list a class via Titan Web

Several academic departments are using the Titan Web wait list functionality. The status of a class will indicate if the class has the wait list option or not.

If the class is closed and doesn’t have a wait list status icon on the class search page you must contact the academic department.

Class search

1) Perform a class search by selecting subject and catalog #. Uncheck open only.

2) A yellow triangle will appear under the status column for a class that has a wait list capacity. Click select to the right of the yellow triangle.

3) On the next page click in the Wait List box and then click next to proceed.

4) You will receive a message the class has been added to your shopping cart.
5) Go to your shopping cart and select the class you have in wait list status and then click enroll.

![Shopping Cart](image)

6) Click finish enrolling.

![Course Enrollment](image)

7) You can wait list a course if you meet the requisites. If you receive a requisite error message, contact the academic department for assistance.

![Wait List Message](image)

The wait listed class will appear on your class schedule; however, it will be noted it is in wait list status. Placing yourself on a wait list does not imply or guarantee enrollment in the course. You are not billed for a class in wait list status.

You can wait list a class if you are repeating it for the second attempt, but if your prior grade is a “C” or above and you haven’t completed an Appeal to Repeat Form” you will be administratively dropped from the course.