## **Manage Waitlist**

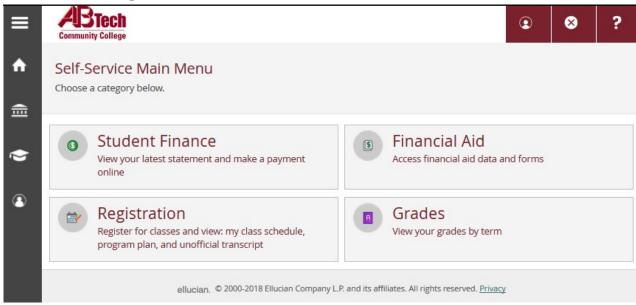
## **Manage Waitlist**

## **Summary**

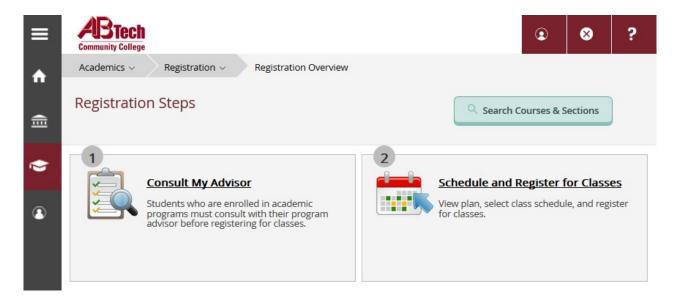
Step-by-step instructions for how to manage a waitlist in Self-Service

## **Detailed Instructions**

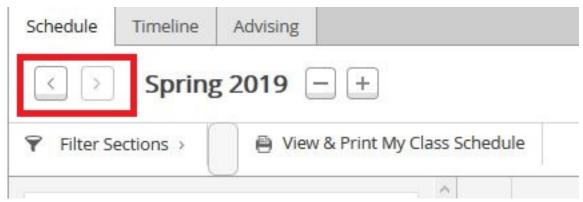
- 1. Go to <u>abtech.edu</u>, select "Online Services" in the upper-right corner, and select "Self-Service."
- 2. Enter your A-B Tech username and password.
- 3. Select the "Registration" tile from the Self-Service Main Menu.



4. Select "Schedule and Register for Classes."



5. Use the arrows to select the correct semester.



- 6. All courses you have Planned, Scheduled, Registered, or Waitlisted will appear down the left side of the screen.
  - To add yourself to a waitlist, click on the "Waitlist" button. If you do not see the button, it will be for *one* of the following reasons:
    - You haven't Scheduled the specific section you want to register for. Refer to step #7 in the <u>Register for Classes</u>

      <u>Online</u> tutorial for instructions.
    - The section does not have the option to be added to a waitlist.
    - There is a waitlist, but it is already full.
  - To remove yourself from a waitlist, click on the "Drop Waitlist" button.

• If you have permission to register for a waitlisted class, click on the "Register" button.
Key Words: waitlist, manage waitlist, wait list, waitlisted, wait listed
Online URL: <a href="https://info.abtech.edu/article.php?id=433">https://info.abtech.edu/article.php?id=433</a>