

Manage Waitlist

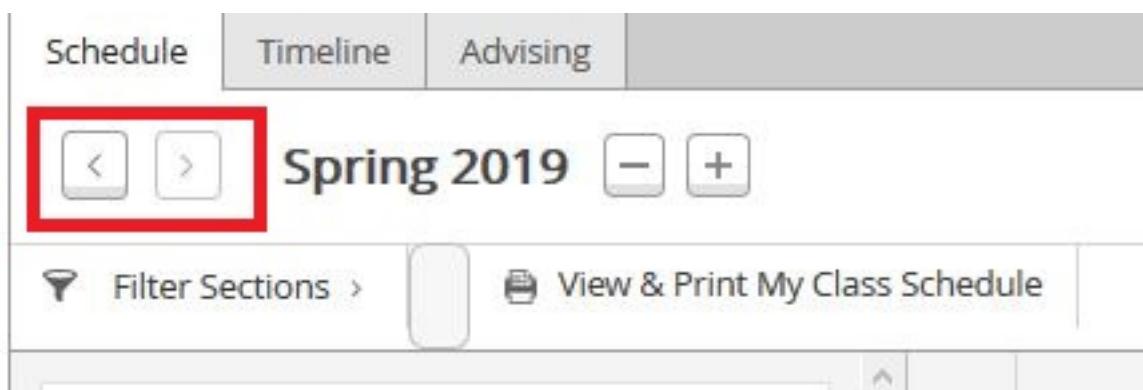
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Summary

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

Detailed Instructions

1. Go to abtech.edu, 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 Register for Classes Online 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

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