**WAITLISTING – How To**

**Important Note:** Notifications will be sent to your my.anokaramsey.edu email account, even if you have not yet activated it. It is important that you access this account and keep close watch so you do not miss your seat if it becomes available.

Click 📩 to add yourself to the waitlist of a full class. You will not be able to click this icon if a waitlist is not available.

A window will display to tell you which sections of this class are available for wait listing and which sections of the class are available. Click the “Available Now” tab to add a section of the class that is open. Otherwise, stay on the “Add to Wait List” tab.

You will not be able to add yourself to the waitlist if you have not met the course prerequisites. If you do not meet these prerequisites, you will receive the following message:

Otherwise, select the class you want to waitlist and click “Submit”.

Your **Review My Plan** will display your waitlisted courses and your place on the list:

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**Very Important:**

Be sure to monitor your my.anokaramsey.edu email account, as you will be notified when your seat becomes available. Once the offer is made you have 24 hours to register. *Seat offers can come at any time of the day or night, including times when offices are closed. It is extremely important that you are certain you have no holds or other restrictions (such as prerequisite requirements) that will hinder your ability to register.*