How do I put myself on a waitlist, check my status, or remove myself from waitlist?

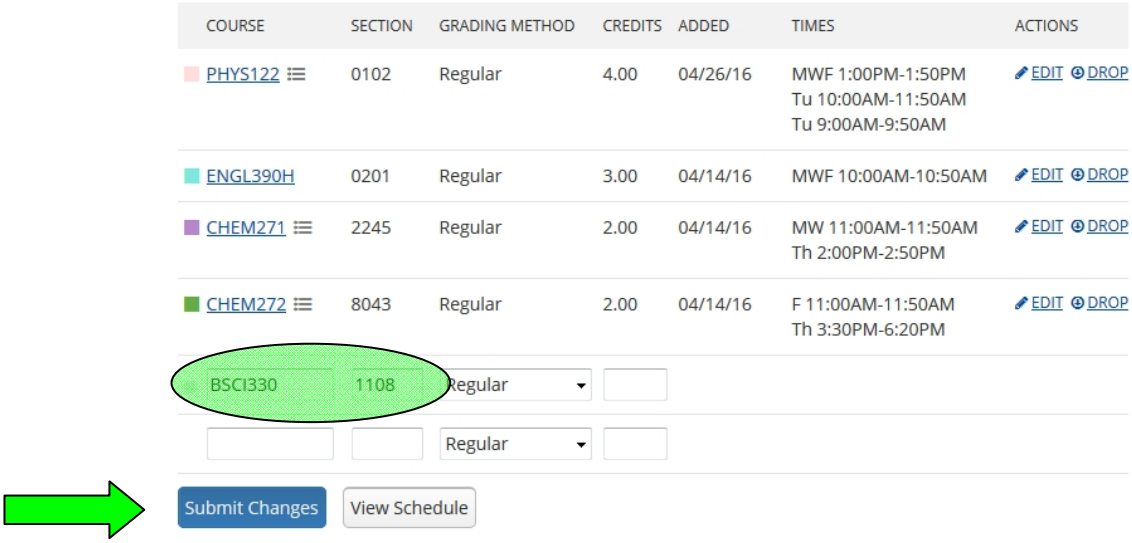
VERY IMPORTANT NOTE ABOUT WAITLISTS: If you are still on the waitlist for a course when the semester begins, **you MUST check in every day** (instructions on how to do this are below), or you will be automatically dropped from the waitlist. **If you are dropped from the waitlist, you will not be able to reclaim your spot.**

Additionally, you should note that being on a waitlist DOES NOT MEAN you will be granted a spot in that course. Never assume that placement on a waitlist will equal a spot in the course. Always have an alternate plan in the event you do not get into the course.

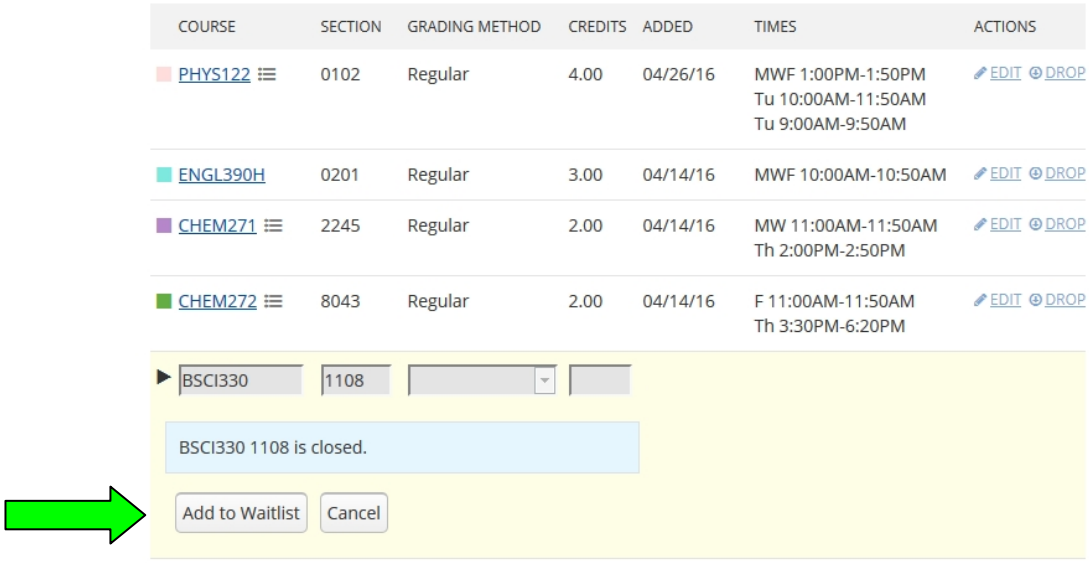
I. Adding yourself to the waitlist

1. Go to http://www.testudo.umd.edu and click on Registration (Drop/Add) and log in. You can go to the Registration Drop/Add tutorial if you need help remembering how to add a course.

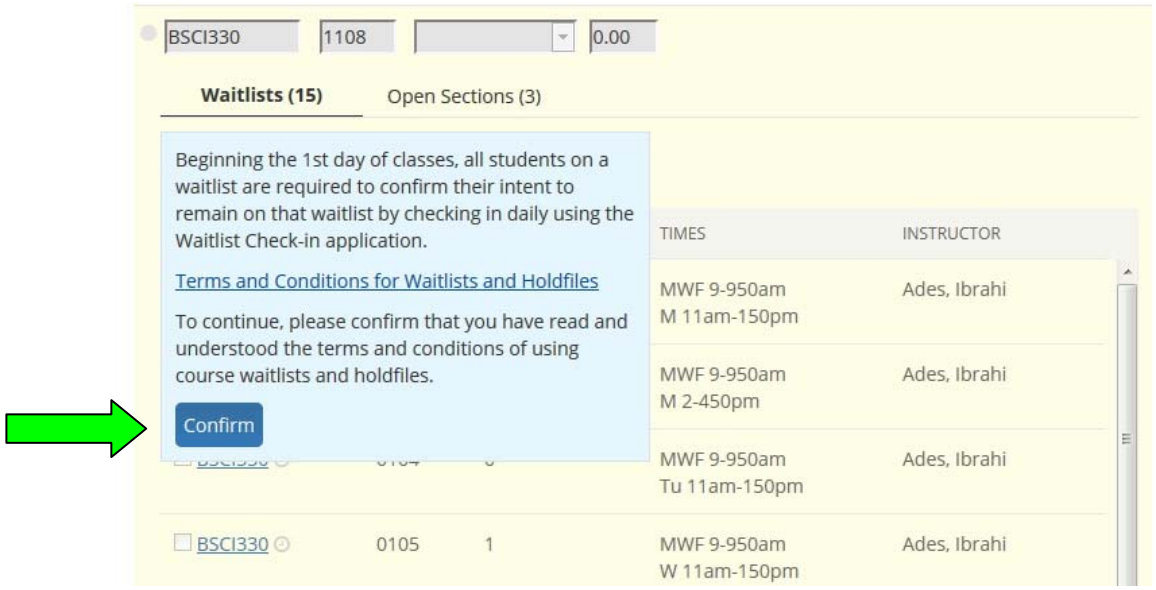
2. In order to put yourself on a waitlist **you must have both the course number and the section number of the class**. Under the Course column, type in the course number and under the Section column, type in the section number. In this example we will use the course BSCI330 and the section 1108. (You can find the course and section numbers by going to the Schedule of Classes and then searching the listings) Press Submit Changes.



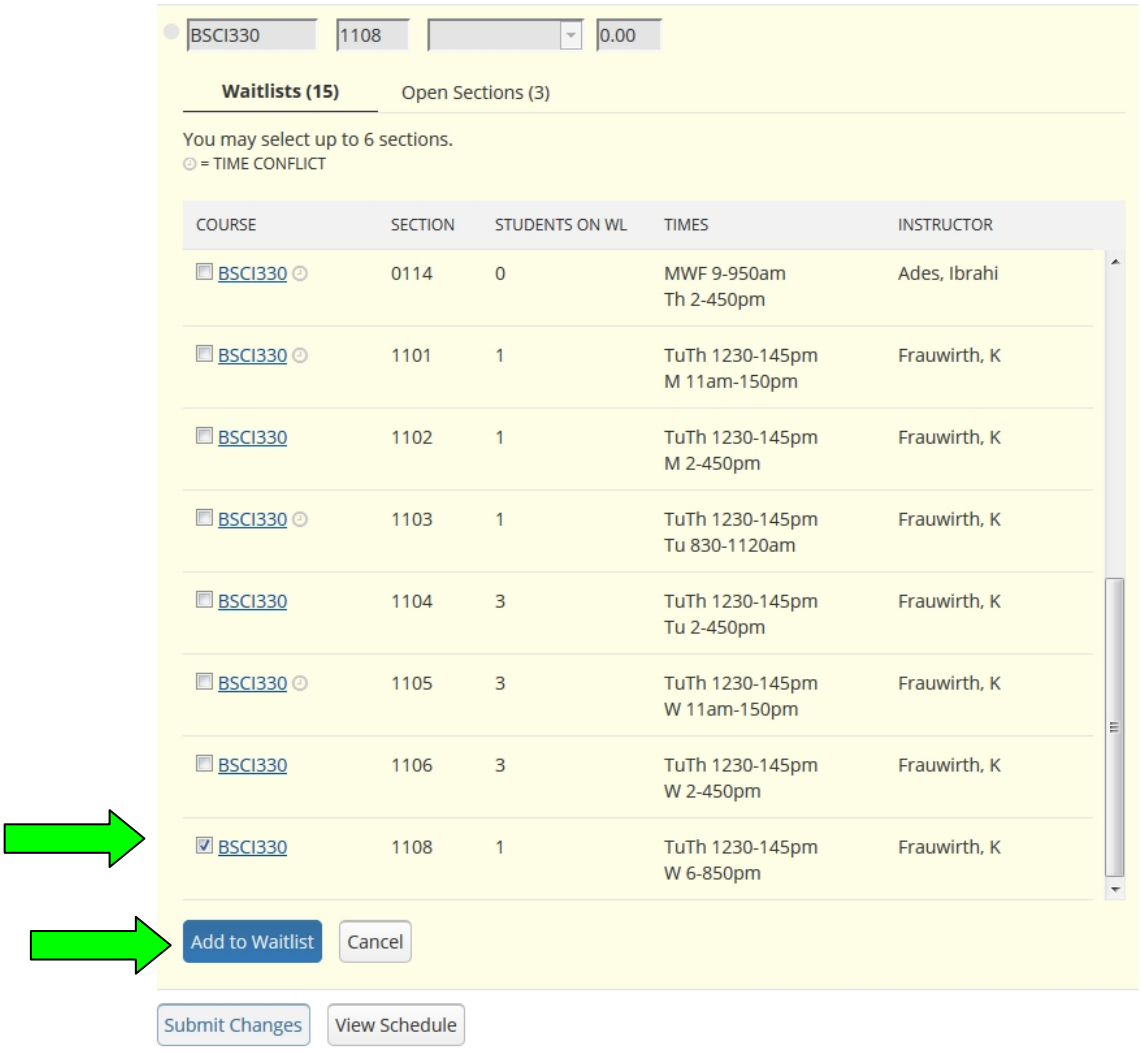
3. You will be given a message that says the class is closed. Click on the Add to Waitlist button.



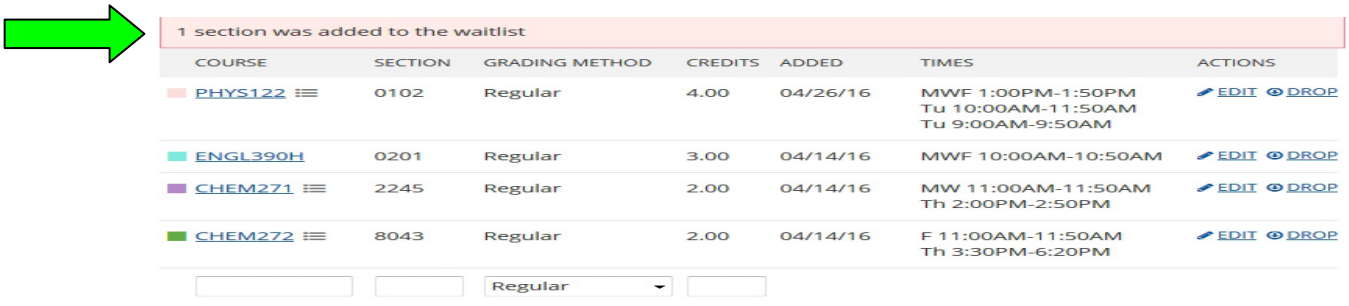
4. **Read the note at the top of the page about waitlist check-in. Be sure to click the box to confirm that you understand these conditions.**



5. Then scroll down and place a check mark next to the sections you would like to waitlist for. You can pick multiple sections. Click Add to Waitlist when you are completed.

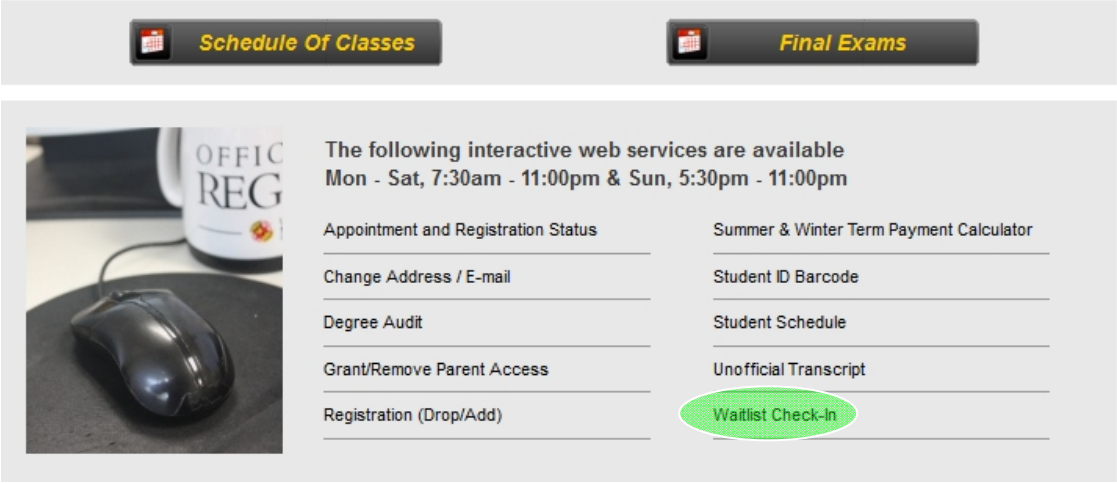


6. You will be sent back to the drop/add screen. Your waitlisted class will not show up in your schedule here, but the system will display a message saying that you were added to the waitlist.

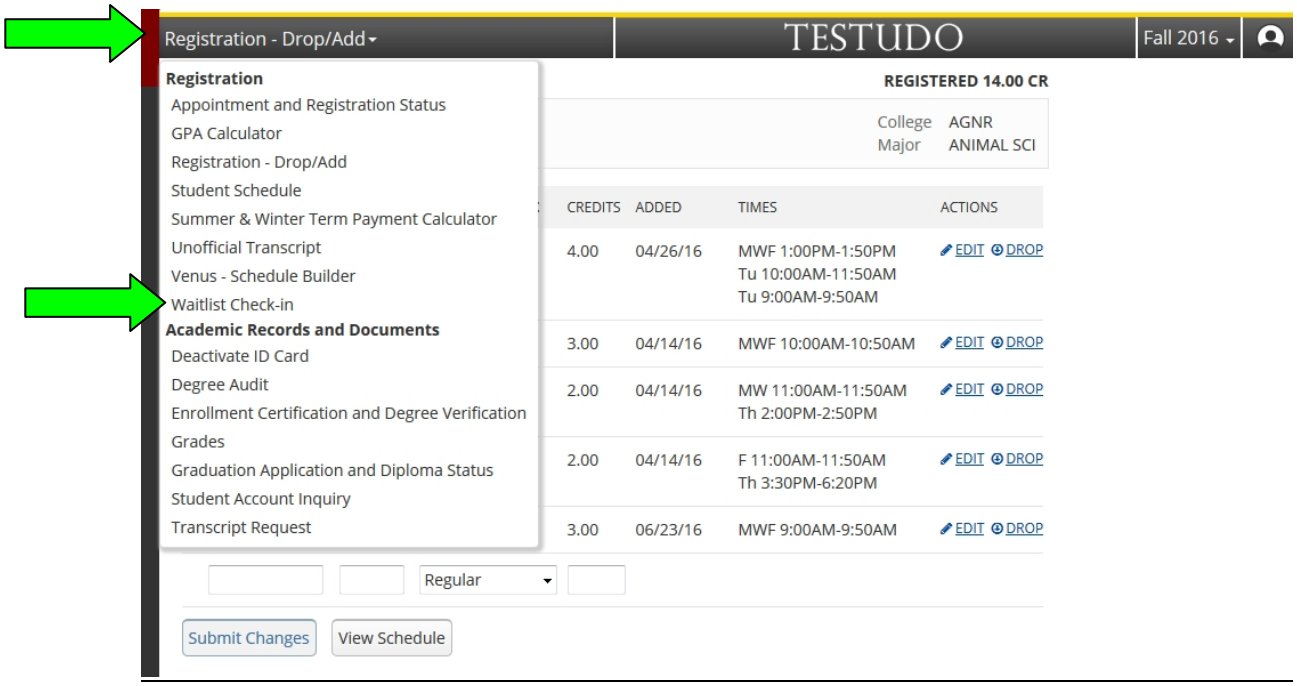


II. Checking your waitlist status/checking in, and/or removing yourself from a waitlist

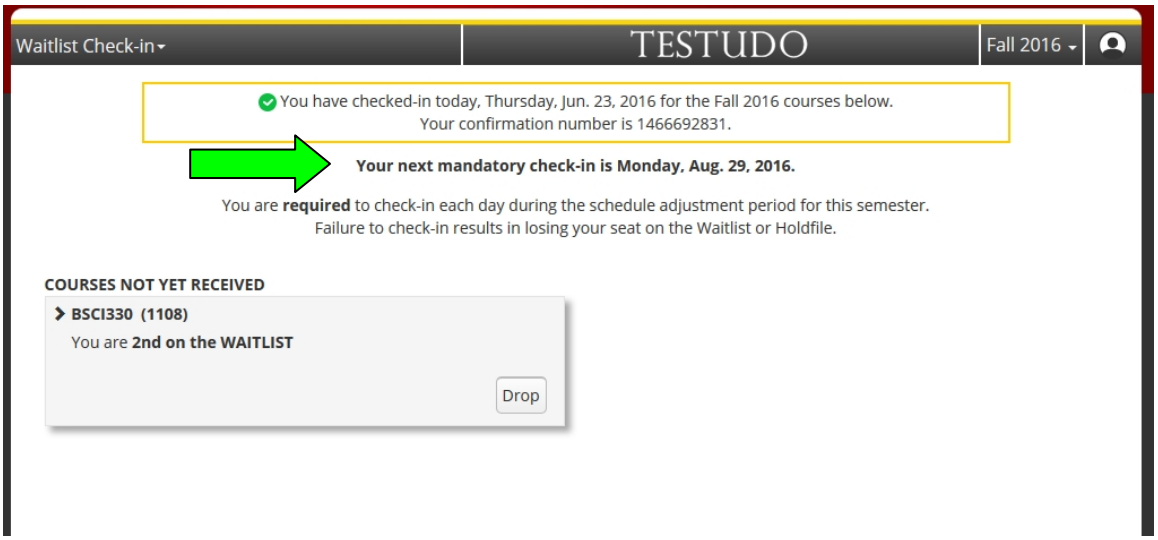
1. In order to check which classes you are waitlisted for, remove yourself from a waitlist, or perform a waitlist check-in, go to http://testudo.umd.edu and click on the Waitlist Check-In, and then log in.



2. If already logged in to drop/add, you can also access the waitlist check-in by clicking on the Registration – Drop/Add menu, and then clicking on Waitlist Check-In.



3. You are then directed to the waitlist check-in page. Once you have made it to this page you have successfully checked in for that day. The page will tell you when your next check in date. It also tells you what position you are on the waitlist and how to remove yourself from a waitlist. **Make sure you check in on the correct dates otherwise you will be automatically dropped from the waitlist.**



4. From this page you can also drop yourself from the waitlist by clicking Drop next to the course and then Confirm Drop.

