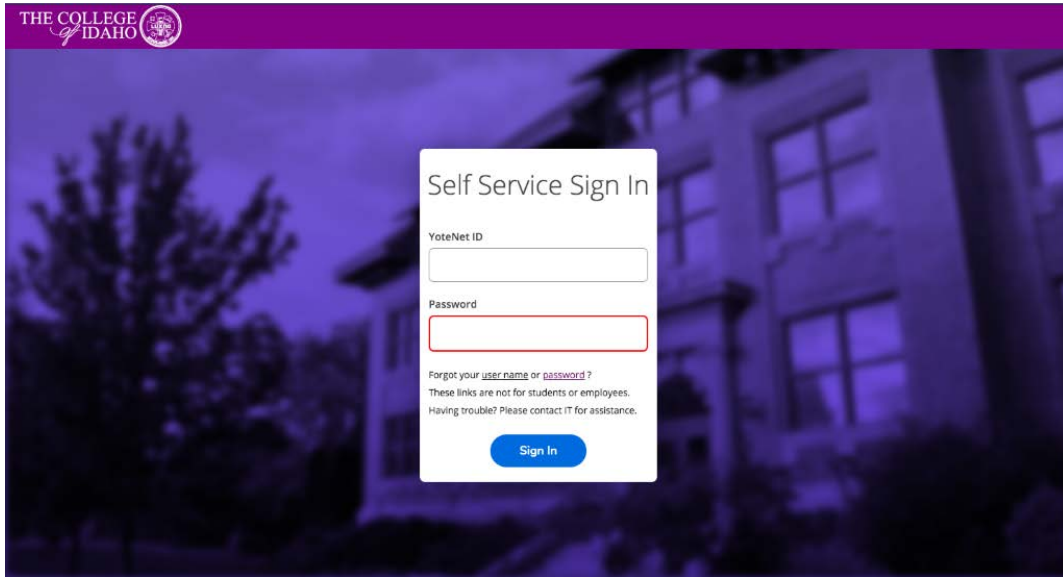
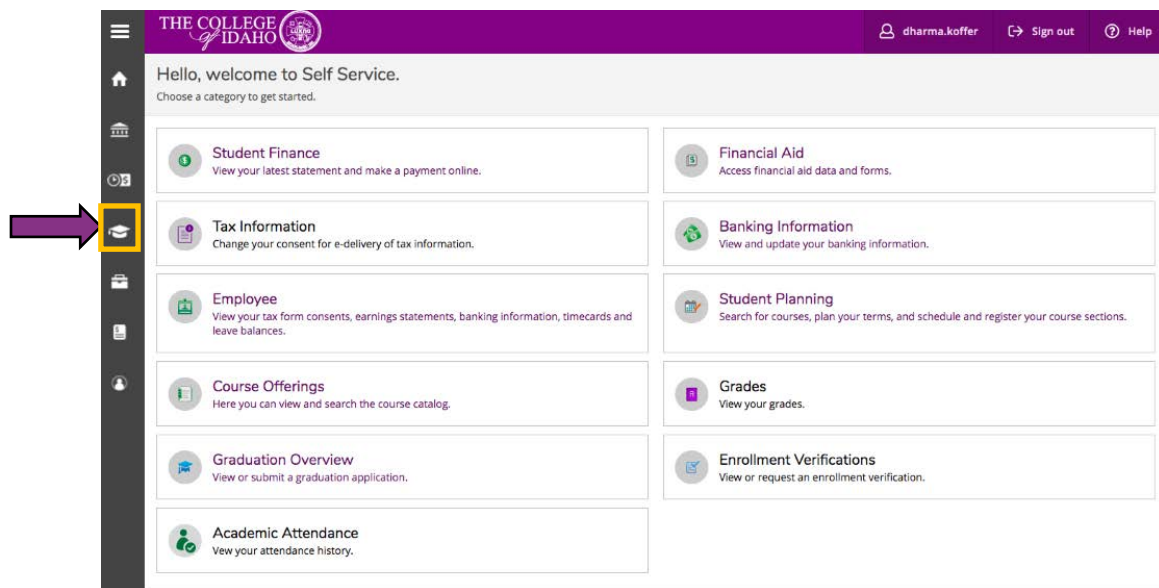


How to Waistlist Courses via Self-Service

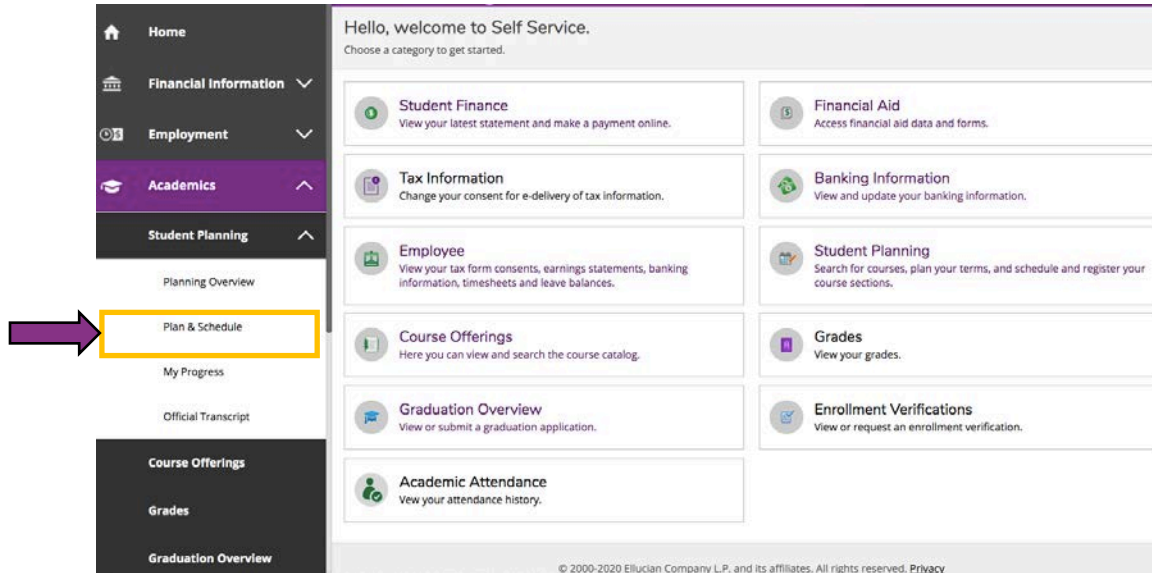
STEP 1: Go to <https://selfservice.collegeofidaho.edu/Student> and click the middle of the screen to log in to your student account.



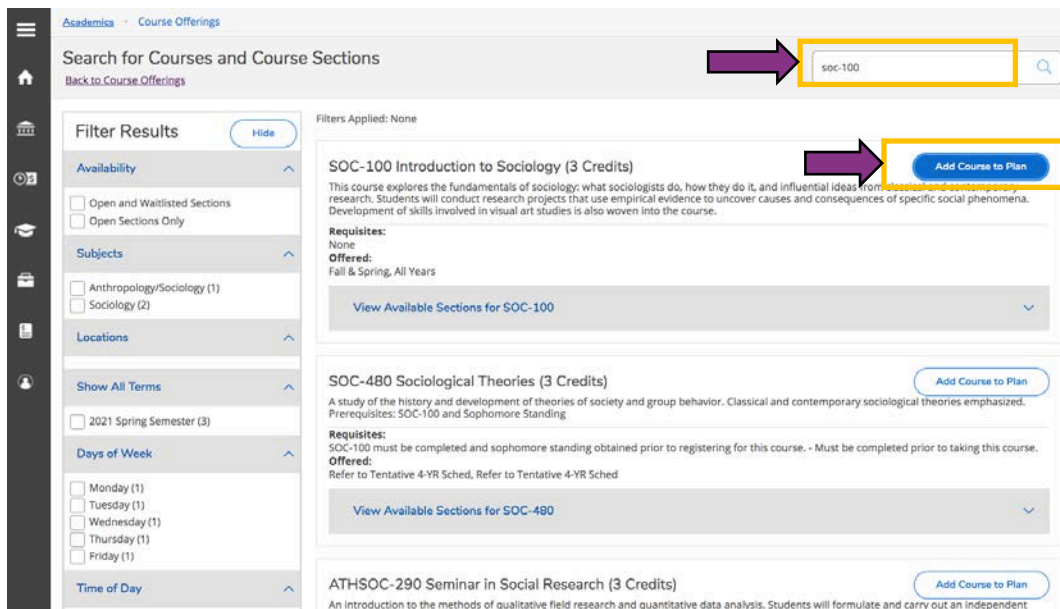
STEP 2: In the far-left corner of the screen click the 'Academics' button.



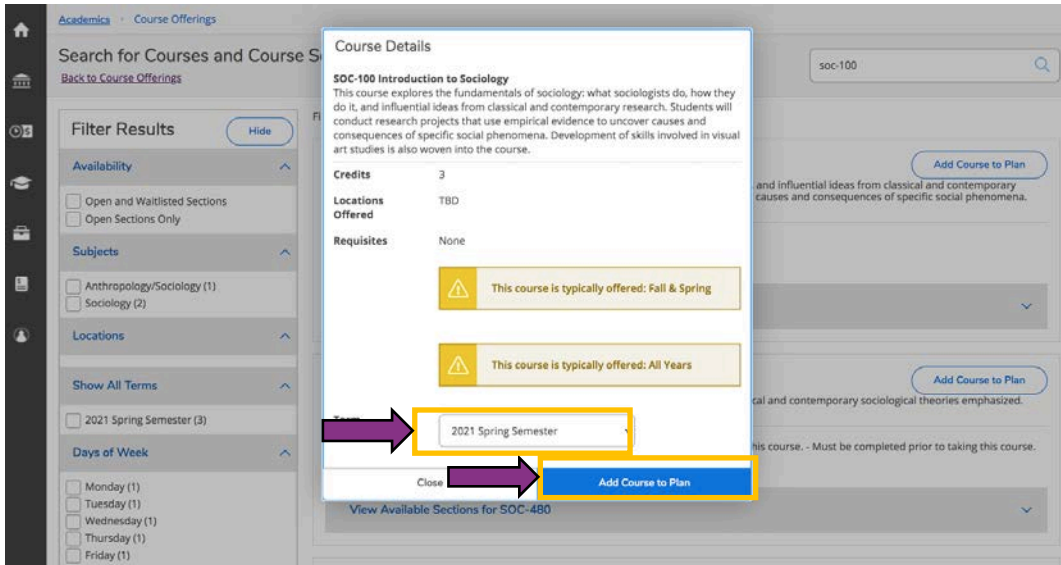
STEP 3: From the drop-down menu on the left-hand side, click 'Student Planning' and then select 'Plan and Schedule' at the bottom of the page.



STEP 4: In the top right corner, search for a course by entering the course code. Then, select 'Add Course to Plan'.

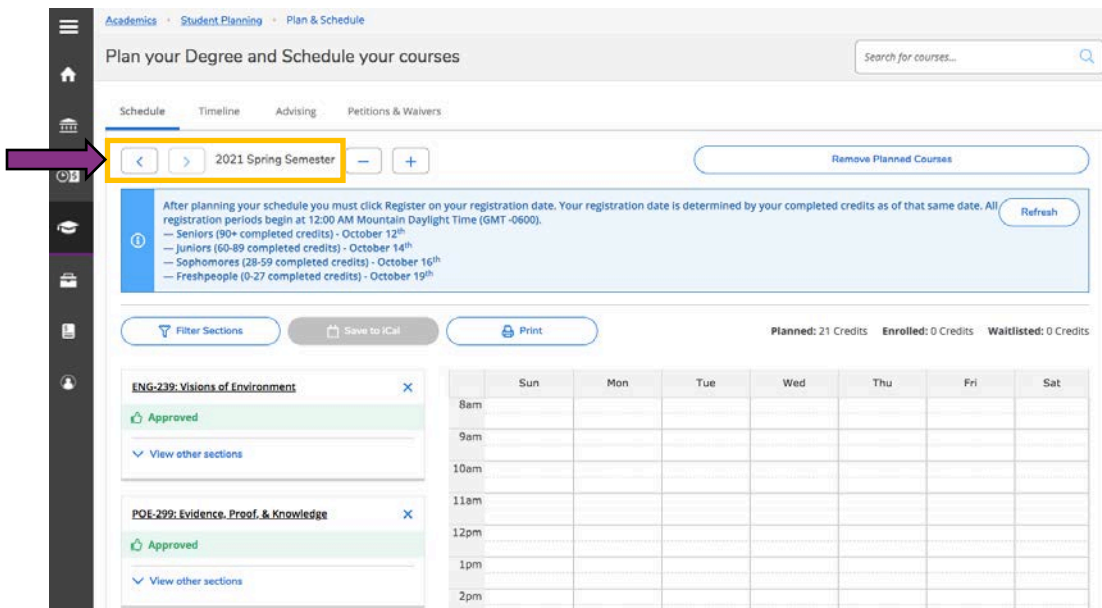


STEP 5: Select the term you would like to register for, and then press 'Add Course to Plan'.



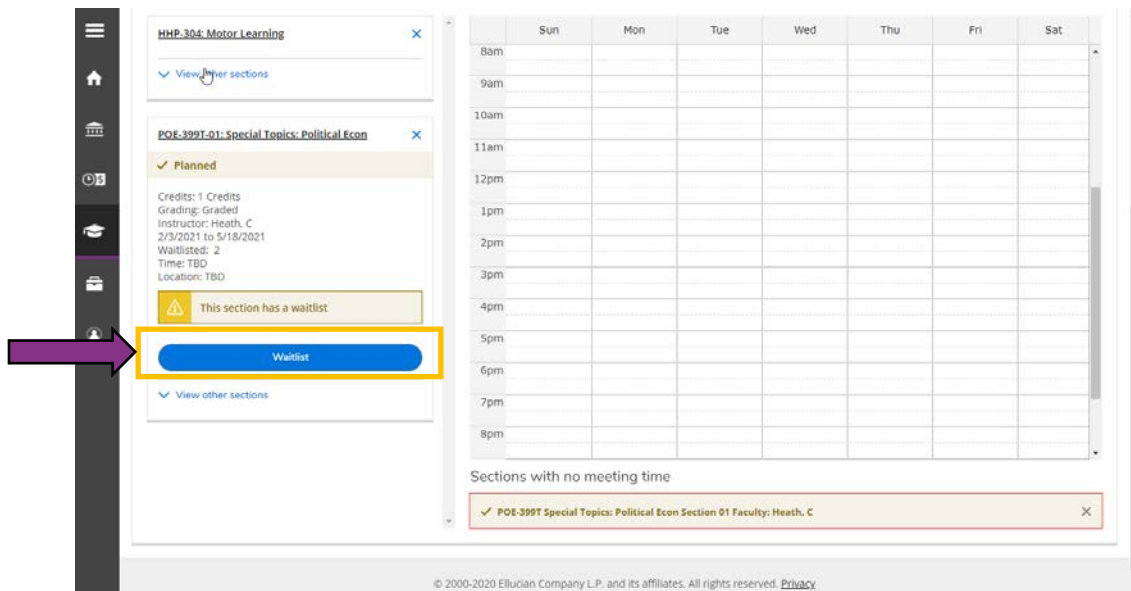
STEP 6: After you have added the course to your plan, go back to 'Plan and Schedule' by using the drop-down menu on the left-hand side. (Refer to Step 3 if you need assistance).

STEP 7: Use the arrows in the top-left corner of the screen, under 'Plan & Schedule' to review the desired term.

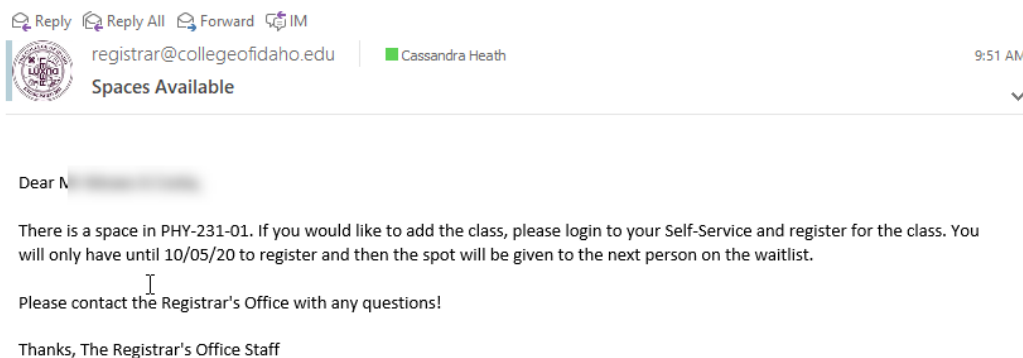


*Note: You can verify if an offered class is truly being offered by searching the term you want through the Filter Sections function.

STEP 8: Scroll down to the course you would like to register for. If the course is already full, there will be an option to join the waitlist for the course.



STEP 9: After you have joined the waitlist for a course, you will be notified via email when there are spaces available. You will have three days to register for the course on Self Service before your spot on the waitlist is forfeited to the next student in line.



STEP 10: To officially register for the course, you must log back into Self Service and follow steps 1-3. There will now be two options – ‘Register’ OR ‘Drop Waitlist’. If you would no longer like to register for this course, you may select ‘Drop Waitlist’ and the seat will be offered to the next student in line. If you would like to sign up for the course, then press ‘Register’.

The screenshot displays a university self-service registration interface. On the left, a sidebar contains navigation icons. The main content area is divided into two columns. The left column shows course details for 'PHY-231-01: General Physics I', which is currently 'Waitlisted'. It includes a warning that the section has a waitlist and two buttons: 'Register' and 'Drop Waitlist'. The right column features a class schedule grid with columns for days of the week (Sun-Sat) and rows for times (10am-10pm). Three red boxes indicate class times: 12pm on Monday, Wednesday, and Friday, all labeled 'PHY-231-01'. At the bottom, a section titled 'Sections with no meeting time' lists 'POE-399T Special Topics: Political Econ Section 01 Faculty: Heath, C' as 'Planned'.

Planned: 4 Credits Enrolled: 0 Credits Waitlisted: 3 Credits

HHP-304: Motor Learning ×

[View other sections](#)

PHY-231-01: General Physics I

✓ **Waitlisted** Permission to register until 10/5/2020

Credits: 3 Credits
Grading: Graded
Instructor: TBD
2/3/2021 to 5/18/2021
Waitlisted: 1 (Rank: 1)

[Meeting Information](#)

⚠ This section has a waitlist

[Register](#)

[Drop Waitlist](#)

[View other sections](#)

POE-399T-01: Special Topics: Political Econ ×

✓ **Planned**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
10am							
11am							
12pm		PHY-231-01		PHY-231-01		PHY-231-01	
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							

Sections with no meeting time

✓ POE-399T Special Topics: Political Econ Section 01 Faculty: Heath, C ×