How to Waistlist Courses via Self-Service
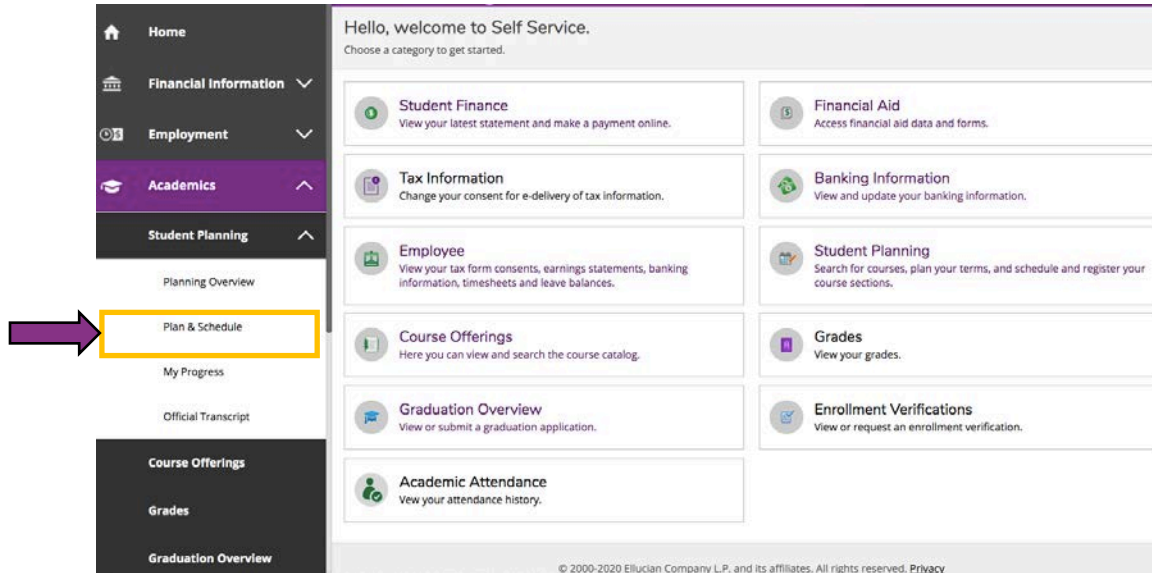
STEP 1: Go to https://selfservice.collegeofidaho.edu/Student and click the middle of the screen to log in to your student account.
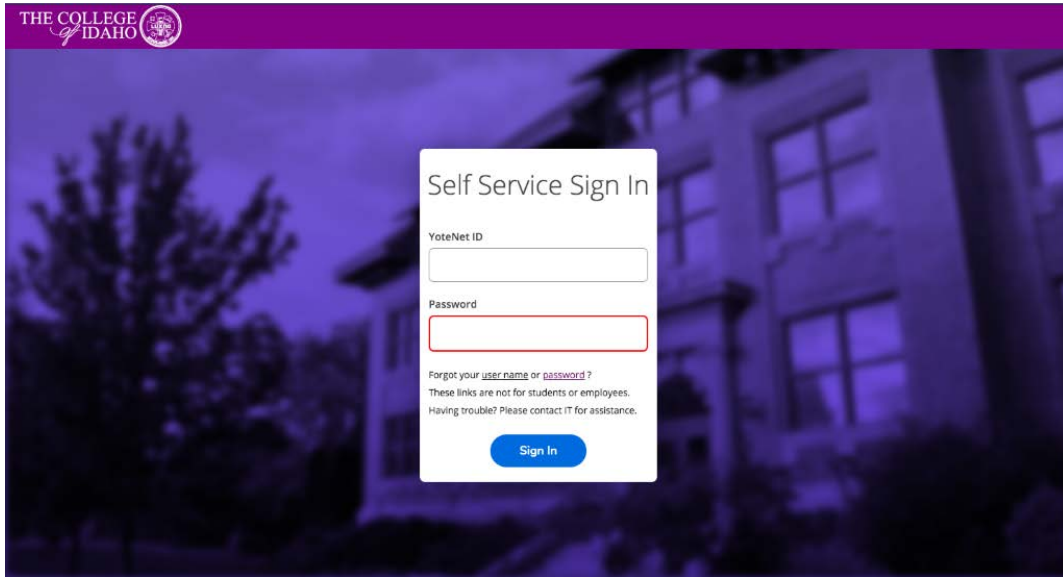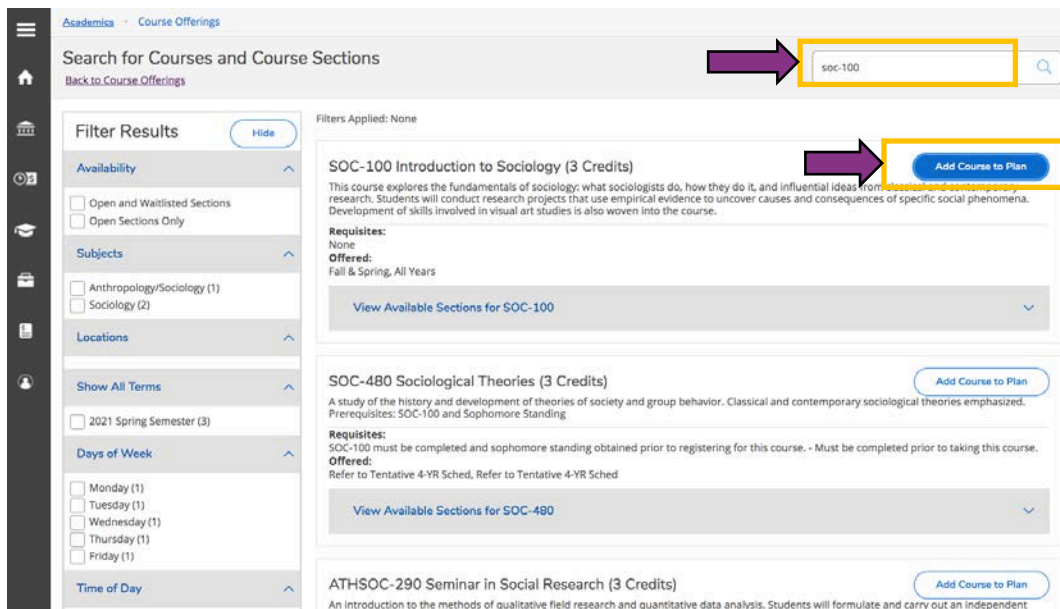

**STEP 2:** In the far-left corner of the screen click the 'Academics' button.
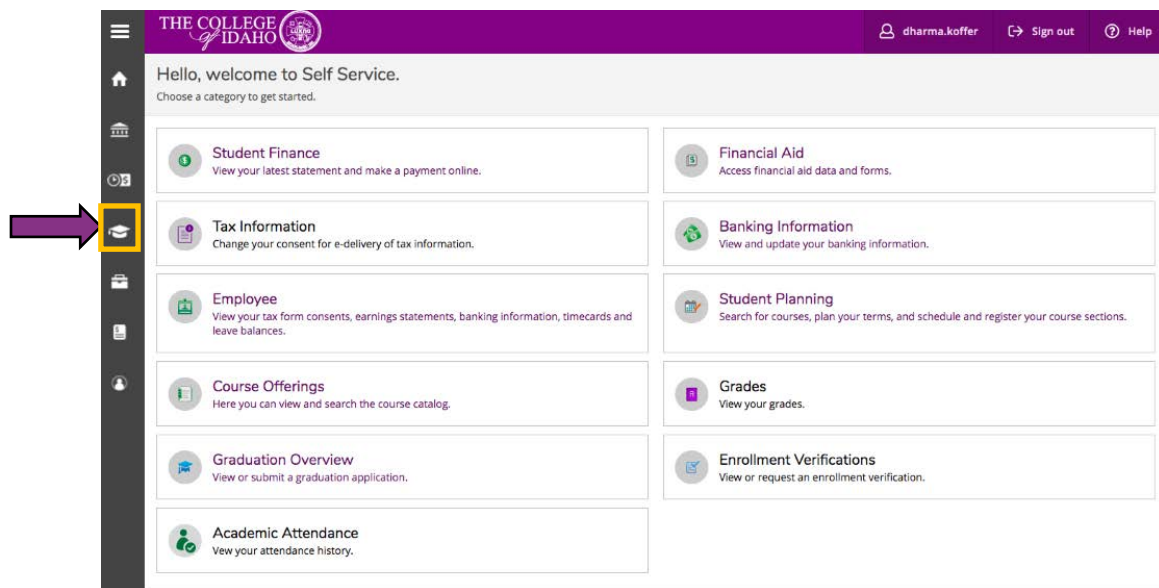
STEP 3: From the drop-down menu on the left-hand side, click 'Student Planning' and then select 'Plan and Schedule' at the bottom of the page.

STEP 4: In the top right corner, search for a course by entering the course code. Then, select 'Add Course to Plan'.
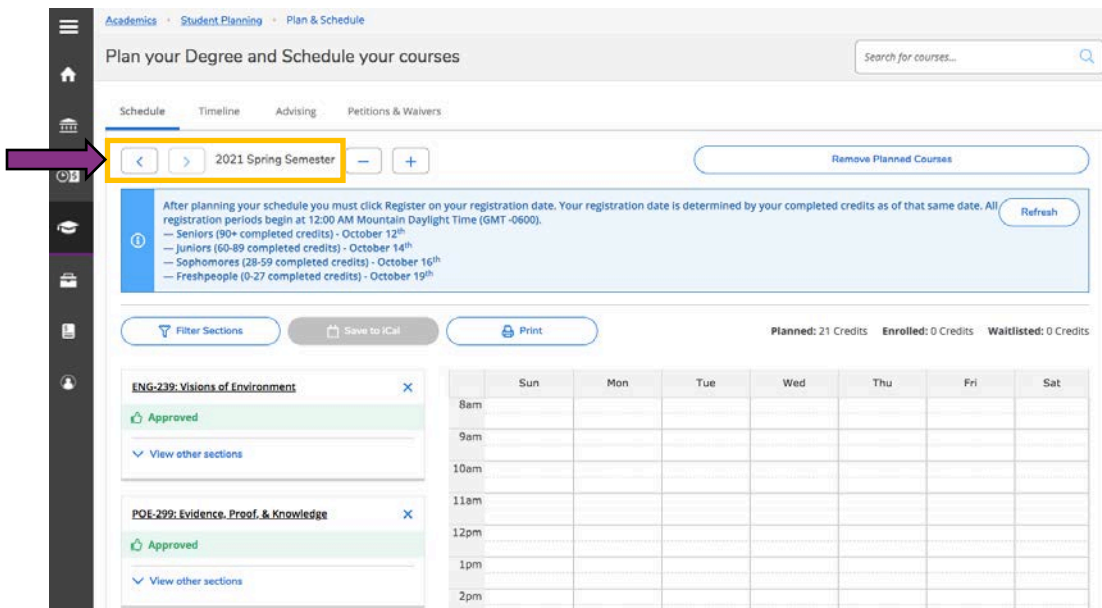
STEP 5: Select the term you would like to register for, and then press 'Add Course to Plan'.
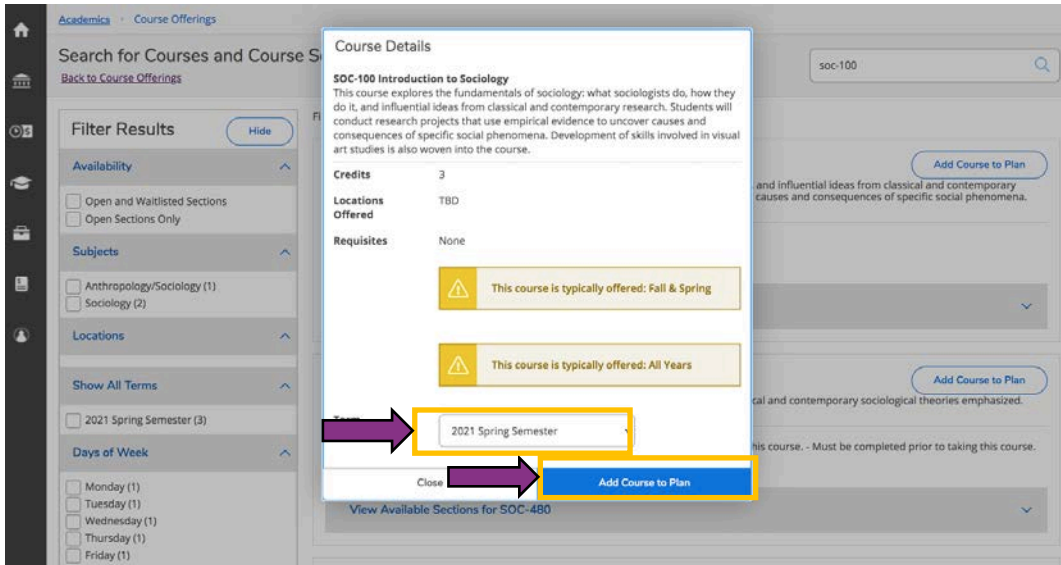

STEP 6: After you have added the course to your plan, go back to 'Plan and Schedule' by using the drop-down menu on the left-hand side. (Refer to Step 3 if you need assistance).

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.
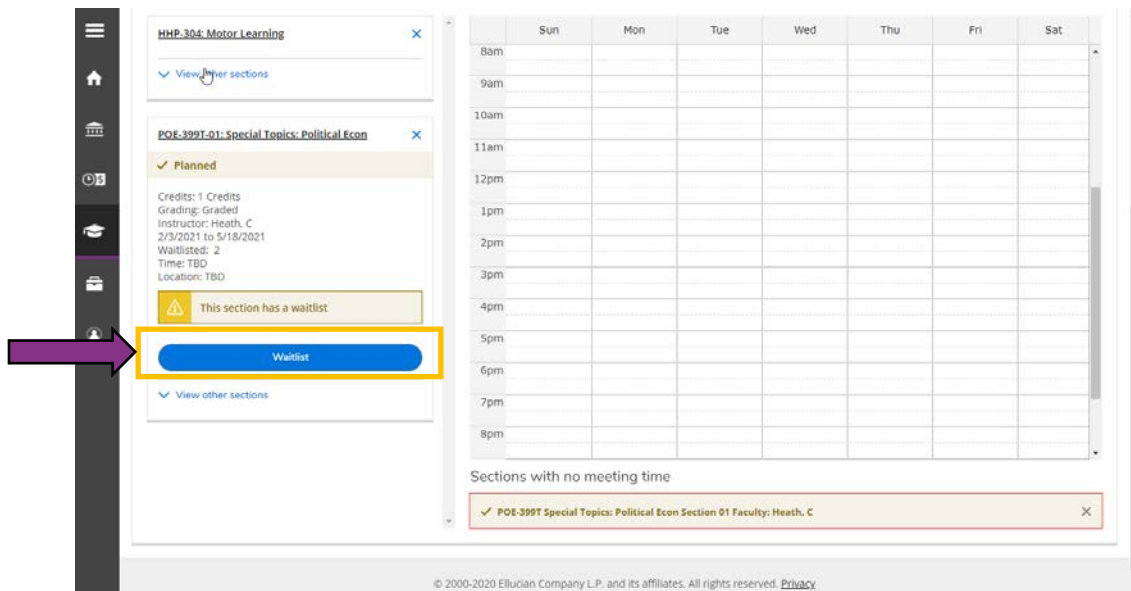
STEP 9: After you have joined the waistlist for a course, you will be notified via email when there are spaces available. You will have three days to register for the course on Self Service before your spot on the waitlist is forfeited to the next student in line.
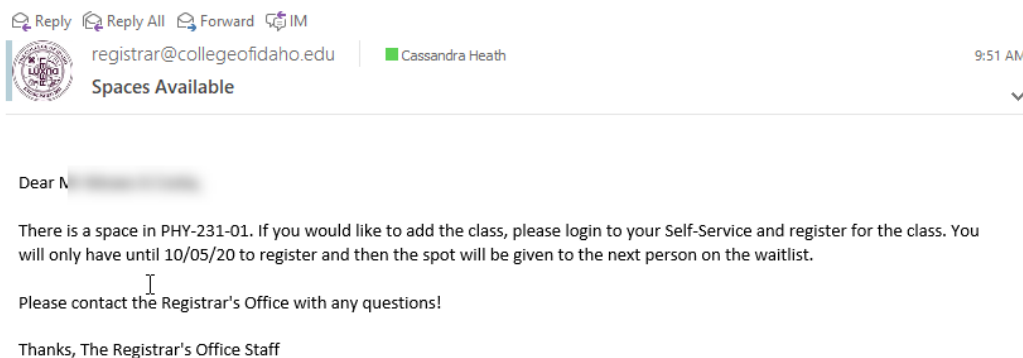
STEP 10: To officially register for the course, you must log back into Self Service and follow steps 1-3. There will now be two options – 'Register' OR 'Drop Waitlist'. If you would no longer like to register for this course, you may select 'Drop Waitlist' and the seat will be offered to the next student in line. If you would like to sign up for the course, then press 'Register'.