How to Register for a Course that was Previously Waitlisted via Online Services

Instructions for Registering Online January 5 - 10

1) Log in to Online Services
2) Select “Search and Register for Sections”
3) Enter the term by clicking the down arrow
4) Search by subject, days, times, location, method or instructor and click submit. You must select two options in order to complete a search of available sections
5) Click “Submit”
6) Select the course you would like to register for
7) Verify that there is an open seat for the course, as the waitlist option is no longer available for spring 2013 courses during this registration period
8) Select an “Action” for the course you would like to register. In this case, you would select “Register”
9) Click “Submit”
10) A message will appear in red that states that the course was a waitlisted course. You will still want to select “Register” as the action you would like to take for the course
11) Click “Submit”
12) A screen will appear stating that your request has been processed. You will also receive an email to your RVCMail account confirming this as well
13) Click “OK” to complete the process