How to Waitlist for a Course:

- Log in to Galaxy and go to ‘Register Add Drop’ under your Orion Self-Service.

- Go to the enrollment ‘add’ tab and select the term and click ‘Continue’
If you know the class number, enter the number and click on ‘enter.’ If you do not know the class number, you can click on search. Uncheck the box for ‘Show Open Classes Only’ so that wait listed courses will appear in your search.
• When selecting the course, check the ‘Wait list if class is full’ box and then click on ‘Next’

• If you want to make a swap, click on “swap” and then go to Step 2 from the instructions on How to Swap an enrolled class with a waitlist class (on page 4). Otherwise, click on ‘Proceed to Step 2 of 3’ after you have added all the classes you want to waitlist for (below).

• Confirm your classes and if correct click on ‘Finish Enrolling’
You will be notified that you have been placed on the waitlist and what your position number is in line. You will also be notified if there is an error(s) that is preventing enrollment from the waitlisted class, such as a Hold.

How to Swap an Enrolled Class with a Waitlist Class:

1. Follow the steps on How to Waitlist for a Course above.
2. Go to the ‘swap’ tab. Check to make sure the correct term is active.
3. Under ‘Swap This Class’, select the class from your schedule for which you want to remove if you are enrolled from the waitlist.
4. Under ‘With This Class’, choose the waitlist course from your Shopping Cart or enter the class number of the waitlist course. Click ‘Enter’ if choosing from Shopping Cart, or ‘enter’ if entering Class Nbr.
5. Check to make sure the course has been entered on the next screen, then click “Next.”
6. Confirm your selections and then click “Finish Swapping.”