

# Accepting a Seat in a Waitlisted Course Quick Guide

## Overview

If you're first on a course waitlist and a seat becomes available, you'll be notified by email, and you'll be given 24 hours to accept the seat.

## Basics of accepting a seat

To get started, click the Workday tile in OneLogin and access your Notifications or Tasks so get started:



### Confirm Waitlist Advancement

takes you to the course section waitlist to remove yourself from the waitlist

Drop

Select Course Sections

Drop Registered Courses

if you're already enrolled in a full course schedule, drop one of the courses before clicking Submit

accepts the seat by registering you for the course section

Submit

Deny

Cancel

skips your position on the waitlist but will keep you on it



**you'll have 24 hours to accept the seat**