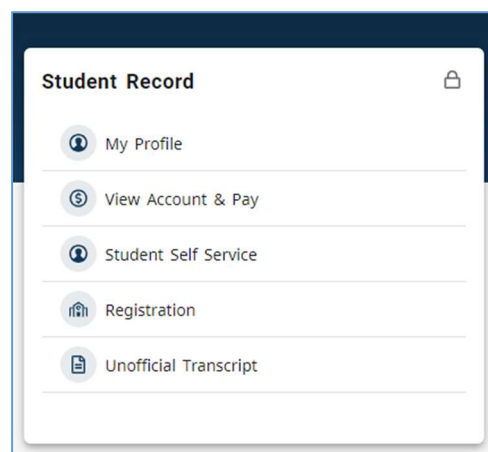# How to Use Waitlists for BIOL 2113/2113L and BIOL 2114/2114L

1. If a paired section of BIOL 2113/2113L or BIOL 2114/2114L is full, but there are spots available on the waitlist, you can add yourself to the waitlist in LTC Experience.
2. First, you will need to log in. Go to www.laniertech.edu/myltc/.
3. Choose LTC Experience.
   1. Enter your LTC email address.
   2. Enter your password.
   3. Verify with multi-factor authentication method.
4. Select Registration from the Student Record Tile.
5. Select Register for Classes.
6. Select Term (Ex: Fall Semester 2025) and choose Continue.
7. You should be on the Find Classes tab. Enter your search criteria. You do not have to fill in each area to search. In order to see both lecture and lab in the same search, enter **Biology** for the Subject and for the Course Number enter either **2113%** or **2114%**.
8. Once you have filled in the areas you want to search, select the Search button.
9. You will see the classes offered that fit your search. If the sections you prefer are full, but there are spots available on the waitlist, you will still be able to add the sections to your Registration Cart. You must add both the lecture and the lab to your Registration Cart before going to the next step.

10. In the Registration Cart section, click the Action drop-down menu and change it to WAIT LIST for both the lecture and the lab.

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11. Hang on! You are not done. Once you have selected WAIT LIST for both sections, you must click the Submit Changes button in the bottom right corner. The Status for the classes will change to *Waitlisted* if you have successfully added yourself to the waitlist.

What Happens Next?

1. **You are not registered for classes that you are waitlisted for. There is no guarantee that a spot will open up for you**. We recommend that you register for another pair of sections or another course as a second choice if possible. If your spot on the waitlist becomes available, you can drop your back-up option.
2. If your spot on the waitlist becomes available, you will receive an email from the Registrar's Office to your LTC student email account letting you know that you have 24 hours from the time the email was sent to actually register for the classes. You will only receive 1 email. There are no exceptions to the 24-hour expiration, even if the email is sent on the weekend or a holiday or at night.

3. Please note that if you receive this email on the last day of the Drop/Add Period, there may be less than 24 hours. Registration closes at 11:59 PM the last day of the Drop/Add Period, and you will not be able to register for a waitlisted class after that.

4. To register for the sections within the 24-hour time limit, log back into LTC Experience. Select Registration from the Student Record Tile. Select Register for Classes. Select Term (Ex: Fall Semester 2025) and choose Continue. You should see your waitlisted sections in the Registration Cart. Select WEB REGISTERED from the Action drop-down menu.

5. Wait! You are not done. Once you have selected WEB REGISTERED for both sections, you must click the Submit Changes button in the bottom right corner. The Status for the classes will change to *Registered* if you have successfully registered for the classes.

Still have questions? Email registrar@laniertech.edu from your LTC email account. Include your name and ID #.

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