Want to be added to a waitlist?

Follow these steps to **add yourself to the waitlist** for a course:
Go to [www.csi.edu](http://www.csi.edu) and click on the MyCSI logo

Click Login

Prospective students and visitors can browse our online schedule of courses as Guests. Click on the Guest button above to browse our schedule, find out what courses we offer, when and where the courses are offered, who teaches these courses, etc. Guests cannot register online for courses or add/drop courses online - these online services are only available to current students.

**Important:** MyCSI logins are different for prospective/new students, current students and employees. Please read carefully and follow the login instructions below before contacting tech support. A prospective student’s status automatically changes to current student status as soon as he or she registers for one credit course.

- Login Instructions
- Where do I find my CSI ID Number?
- What is my PIN Number?

**Important:** Out-of-district students don’t forget to submit your Certificate of Residence! Students who are state residents but who are NOT legal residents of Twin Falls, Jerome, Ada, Canyon, and Kootenai counties are considered out of district students. Out-of-district students are initially billed $100 per credit (out-of-district tuition and fees), and the student’s county of legal residence is billed the out-of-district portion of tuition ($50 per credit up to a maximum of $500 or $500 per semester, $2,000 lifetime limit). Out-of-district students **MUST** submit a Certificate of Residence form at every academic year at the time of registration to the CSI Business Office. Residents of Boundary, Blaine, Klickitat, and Power counties **MUST** submit 2 completed Certificates of Residence when Fall and Spring semester. The College submits the forms to the student’s county of legal residence for approval. If the student’s county is unable to verify the student’s legal residence and does not pay the amount billed, the student will then be billed the out-of-district portion of tuition. Important: If a student fails to submit a Certificate of Residency form, a hold will be placed on his/her account and the student will then be billed the out-of-district portion of tuition. Important: If a student fails to submit a Certificate of Residency form, a hold will be placed on his/her account and the student will then be billed the out-of-district portion of tuition. Important: If a student fails to submit a Certificate of Residency form, a hold will be placed on his/her account and the student will then be billed the out-of-district portion of tuition. Important: If a student fails to submit a Certificate of Residency form, a hold will be placed on his/her account and the student will then be billed the out-of-district portion of tuition.
Enter your Student ID Number and Password.

Once logged in, click on the Records and Registration tab.

Click on Course Search

From here search for the course you want to add/waitlist.
If the course is full (F), you can add yourself to the waitlist by putting a checkmark in the box and clicking on Add Courses at the bottom.

Verify that you do want to be added to the waitlist by clicking on Add to Waitlist. If there are no students on the waitlist, you will be in the number one position. If there are x number of students on the waitlist already, then you will be x+1 on the waitlist.
Once on the waitlist, the following report will be available to check your rank/position on the waitlist. In the Records and Registration tab under My Documents, click on Student Wait List. Select the appropriate Year and Term, then click Generate Report. How do you know what year to select? Each fall a new year starts. For example, in Fall 2012, the year 2012-2013 started. So for Spring 2013, you will choose 2012-2013 as the year.
Want to remove yourself from a waitlist?

If you decided that you no longer want to be on a waitlist for a particular course, follow these steps:

**Important:** It is your responsibility to take yourself off of the waitlist!

Go to **Records and Registration** tab in **MyCSI**, click on **Add/Drop Courses**

Scroll down to the bottom until you see **Waitlisted Course(s)** and put a checkmark in the checkbox next to the course(s) that you no longer want to be waitlisted for and click on **Leave Selected Waitlist(s)**.