How to Use On-Line Registrar for Waitlist

1. To log in:
   - Go to https://olr.haas.berkeley.edu/RegistrationLogin.aspx.
   - Log in with your Haas username and password (i.e., the username for your @mba email address, most likely your firstname_lastname). To reset your password, please submit a ticket to helpdesk@haas.berkeley.edu.

2. Once you are logged in, click on the appropriate registration process.
3. On the main waitlist page, you will see all EW MBA courses (evening AND weekend).

- In the top right corner of the page, you will see the “Waitlist Slots” counter.
- In the rightmost column of the “Waitlist Course Descriptions” tab, there is a counter called “Total on WL”, which indicates the total number of students on the waitlist in real time.
- To see a course description, click on the course number.
- To add to a waitlist, click on the “Add WL” link to the left of the course number.
4. Once you click on the “Add WL” link, you are added to the electronic waitlist for the course. As a result, “Add WL” changes to “Drop WL”.

5. If you change your mind about a waitlist within a round, you can click the “Drop WL” link to the left of the course number, which will take you to a drop confirmation page.
6. Once you’ve clicked the “Confirm Drop” button, “Add WL” shows up to the left of the course number again.

7. If you wish to see which waitlists you’ve requested at any point within a round, click on “Show Waitlist Requests” at the top of the “Waitlist Course Descriptions” tab.
8. After the round is processed, you can log back into OLR and view your waitlist results by clicking on the “Enrollments and Results” tab. “Current Course Schedule” shows all courses you are enrolled in. “Waitlist Spots” shows which waitlists you remain on after each round and where you are ranked on each waitlist.