Waitlists - Editing Waitlists

Editing waitlists include:

- Add student to waitlist
- Change Priority
- Remove student from waitlist
- Email Students

Click for printable version.

Waitlist General Information.
**Waitlists - Editing waitlists**

Waitlists are used to provide a fair and efficient means for students to register in a course/section that was not available when they originally registered. Waitlists also provide departments and administration information about unmet demand for course and/or sections.

1) Log into MAUI (http://www.maui.uiowa.edu).

2) From MAUI HOME screen, click on Registrar tab.

3) On Registrar page, click Offerings Planner.
4) Click **Waitlists**.

5) Click appropriate waitlist link.
Waitlists - Editing waitlists (cont.)

You will receive the following screen. On this panel, you can:

A. Add student to waitlist
B. Change Priority
C. Remove student from waitlist
D. Email Students

<table>
<thead>
<tr>
<th>Position</th>
<th>UJD</th>
<th>Name</th>
<th>Primary POS</th>
<th>Other POS</th>
<th>Email</th>
<th>Course Identity</th>
<th>Hours</th>
<th>Priority</th>
<th>Waitlist Entry Date</th>
<th>Enrolled</th>
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<tbody>
<tr>
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<td>Brown, Charlie</td>
<td>CLAS Second Year Biology (Cell &amp; Development Biology) BS</td>
<td>CLAS Second Year Nursing Interest DEGREE</td>
<td><a href="mailto:charliebrown@uiowa.edu">charliebrown@uiowa.edu</a></td>
<td>BIOL:1140</td>
<td>4</td>
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<td>Cool, Joe</td>
<td>CLAS Third Year Biology (Comprehensive Biology) BS</td>
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<td><a href="mailto:jocool@uiowa.edu">jocool@uiowa.edu</a></td>
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<td>CLAS Second Year Psychology BA</td>
<td>CLAS Second Year Secondary Education Interest NONE</td>
<td><a href="mailto:dafyduck@uiowa.edu">dafyduck@uiowa.edu</a></td>
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<td>10/25/2013 11:29:53 AM</td>
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<td>CLAS Religious Studies MINOR UC Second Year Sustainability Program CER</td>
<td><a href="mailto:winnepooh@uiowa.edu">winnepooh@uiowa.edu</a></td>
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Return to Summary